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STANDING ORDERS
OF THE



ROYAL ARTILLERY.
1876.

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OF THE

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HORSE GUARDS,
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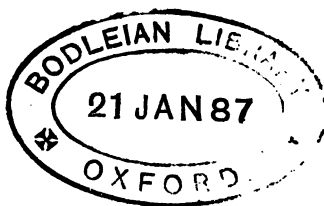
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By command of His Royal Highness
The Duke of Cambridge, K.G.,
Colonel of the Royal Artillery.

R. P. RADCLIFFE,
Deputy Adjutant General.



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STANDING ORDERS

OF THE

ROYAL REGIMENT OF ARTILLERY.

SECTION I.

COMMAND OF ARTILLERY.

1. The Regimental Colonel Commanding the Royal Artillery in the district, or, in his absence, the Senior Artillery Officer in the district or at the station, will be held responsible for the discipline, efficiency, and general good order of all under his command, and he is to exercise careful and complete supervision over all the armament and matériel in his district.

2. At Woolwich, where the duties are exceptional, a Regimental Colonel will be separately appointed to command each branch of the Corps. These officers are to conduct their respective commands in the same way as Commanding Officers of Artillery in Districts.

3. All communications from the Royal Artillery to any other Department (except on matters of purely Battery equipment), or to the Deputy Adjutant General, Royal Artillery, are to be signed by the Colonel Commanding.

SECTION II.

LIEUTENANT COLONEL COMMANDING A BRIGADE.

4. The Lieutenant Colonel Commanding the Brigade, will under the Colonel Commanding in the district, be held strictly responsible for the conduct of the correspondence of the Brigade, the rendering of Brigade returns, promotion of Non-Commissioned Officers, and the interior economy generally; all points relating thereto on which question may arise being referred to the Deputy Adjutant General, R.A., through the District Colonel, for the decision of H.R.H. the Field Marshal Commanding-in-Chief.

5. The Lieutenant Colonel Commanding is responsible for the general administration of his Brigade, and for the interior economy and discipline of the Batteries which may be present at the Head Quarters of the Brigade. He will assemble Regimental

Courts-Martial; but in cases where the crime is such as to call for a higher court, application should be made to the Colonel Commanding, accompanied by a copy of the offender's crime, and a summary of the evidence on W.O. Form 733, which should be initialed by the Lieutenant Colonel Commanding the division to which the prisoner belongs. If the prisoner makes any defence, it is always to be inserted. The Officer Commanding the Battery is to certify to the prisoner's age, service, and character.

SECTION III.

LIEUTENANT COLONELS EXERCISING SUBORDINATE COMMANDS.

6. They are responsible to the Lieutenant Colonel Commanding the Brigade for the administrative details of the portion of the Brigade under their command.

7. They will countersign all communications to them from Officers Commanding Batteries, intended for transmission to the Lieutenant Colonel Commanding, expressing thereon their opinion of the subject under reference.

8. They will forward weekly returns of crimes and punishments from the Batteries under their command to the Lieutenant Colonel Commanding the Brigade. (*Vide Form IV. in the Appendix.*)

9. The periodical returns of Batteries will pass through, and be countersigned by, the Lieutenant Colonels of divisions for final deposit in the Brigade or District Office.

10. Lieutenant Colonels in subordinate command in the head quarters district are never to communicate direct with any other department.

11. Lieutenant Colonels commanding divisions are to forward weekly states from the Batteries under their command for the information of the Lieutenant Colonel Commanding.

12. They will investigate all crimes when in charge of divisions, and award all punishments other than Courts-Martial. Application for Courts-Martial will be made to the Lieutenant Colonel Commanding. Offences committed by men on guard or garrison duty should be referred, after investigation and prior to awarding punishment, to the Lieutenant Colonel Commanding. At out-stations Lieutenant Colonels may assemble Regimental Courts-Martial without reference.

13. The summary reduction of Acting Bombardiers by Lieutenant Colonels of divisions will be allowed, but the Lieutenant-Colonel Commanding should reserve to himself the right of their appointment, on the recommendation of these Officers.

14. No special orders are to be issued by them without reference being first made to the Head Quarters of the Brigade, except in very urgent cases.

15. They are frequently to visit and minutely inspect every barrack and hospital in the occupation of their divisions.

16. They are to make occasional inspections of the whole of their divisions and districts, and bring anything unusual to the notice of the Officer Commanding.

17. They are to inspect the Battery books and accounts of their divisions periodically.

18. Each Lieutenant Colonel in subordinate command will be independent in his command of any other Lieutenant Colonel in the Brigade similarly situated.

SECTION IV.

OFFICERS IN GENERAL.

19. Officers are to make themselves acquainted with the names of every man of the Battery to which they belong, and acquire a thorough knowledge of his disposition and character. When they reprimand a soldier, they are on no account to use violent or irritating language.

20. Officers signing documents are to put their regimental rank immediately after their names; and if they have brevet rank it is to follow the regimental rank. They should also name the Brigade they belong to, stating it in their own handwriting.

21. All applications for leave of absence must be made in writing through the Officer Commanding the Battery, and the intended address of the applicant while absent must always be stated.

22. On joining the Brigade, either from leave of absence or detachment, Officers are immediately to apprise the Adjutant of their arrival. It is also the duty of every Officer visiting the head-quarters from an out-station to report himself to the Adjutant for the Commanding Officer's information.

23. Officers returning from leave should make themselves thoroughly acquainted with all Orders issued during their absence.

24. Subalterns are not to exchange duties without permission.

25. Whenever an Officer on or for duty finds himself unwell he is immediately to report the case to the Adjutant, in order that he may be relieved; and should he be a member of a court-martial or committee and be unable to attend he is to report the circumstance to the President.

26. Officers in visiting the men's rooms are to see that the beds are folded, arms arranged, and clothing disposed according to order. (*Vide* plan in Appendix.)

27. Applications to attend the levées of H.R.H. the Field Marshal Commanding-in-Chief should be addressed to the Military Secretary.

Special Orders for Officers of Horse and Field Artillery.

28. Officers of Horse and Field Batteries are to be most attentive to their stable duties. They are to see that the horses are properly cleaned, the stables ventilated, and the horse appointments arranged according to order.

29. All battery Officers are to attend mid-day stables.

30. Great attention is to be paid to the instruction of Officers in riding on their first joining a Brigade, and they are not to be considered as thoroughly qualified until dismissed the first class.

Leave of absence should be sparingly granted till after dismissal.

SECTION V.

MAJORS COMMANDING BATTERIES.

31. The Major (or Officer Commanding the Battery in his absence) is responsible for its internal management and conduct in every particular; he is answerable that his Battery is in every respect thoroughly efficient; that all the duties are carried on by Officers and men with energy and zeal; that all orders and regulations are adhered to in every respect; and that all returns are made out according to form, and sent to the Brigade Office in proper time.

32. He is responsible for the uniformity of the dress and appointments, the smart appearance of his Officers and men, and the general discipline of his Battery.

33. He is responsible that his men are at all times complete in regimental necessaries, strictly according to the regimental pattern, and that they have no article of clothing which is not so.

34. He will countersign the mess books weekly, which must have been previously signed by the Subaltern Officers in charge of Divisions.

35. He is to inspect the whole of the men's kits and accoutrements once a month, and is responsible that his Subalterns do so once a week. He is himself to superintend the fitting of all clothing.

36. He is in person to settle weekly all bills connected with the messes, and is to pay monthly all other claims of tradesmen and shopkeepers on the Battery.

37. All furloughs, passes, and leave lists are to be stamped in the Battery Office before issue.

38. He, or the Captain, is to visit the quarters of the married men of the Battery at least once a month, and the Subalterns are to do so once a week, and forward immediate reports should anything extraordinary be discovered.

39. When a Battery (away from the Head-quarters of the Brigade) is ordered to march from one station to another, a copy

of the route is to be forwarded by the Officer Commanding to the Brigade Office.

40. When a man or horse becomes injured, the Officer Commanding the Battery is immediately to report the circumstance, in order that a Court of Inquiry may be assembled to investigate the case.

41. Officers Commanding Batteries are directed to be most particular in keeping a correct record of the drills carried on by each man; and they are held responsible that the instructions contained in Section LXV. are strictly complied with.

42. The Officer Commanding a Battery of Artillery, being now the custodian of the register sheets of the Non-Commissioned Officers and men under his command, is to comply strictly with instructions hereafter laid down (Section L.) as to noting thereon the variations of service.

43. Officers Commanding Batteries are to guard against delays in preparing claims for good conduct pay, as loss may otherwise be entailed on the soldier.

44. Officers Commanding Batteries are frequently to inspect the squad books of their Subaltern Officers, and ascertain that they are made up to the latest date.

Special for a Major of Horse or Field Artillery.

45. He is to make a careful and minute inspection monthly of the carriages and equipment of the Battery under his command, and of the ammunition in his charge.

46. He is responsible that his Subalterns go through a regular course of Battery drill, equitation and sword exercise, and in the absence of the Riding Master he will see that the Equitation Book is correctly kept by the Rough Rider.

47. He is to enforce attention to stable duties from the Battery Officers, and to pay particular attention to his Officers attending parades, &c., at the proper time.

48. He is responsible that two men are always under instruction in the Farrier's forge, and one in the Wheeler's and Collar-maker's shops respectively. These men are to be in addition to the regular Shoeing Smiths.

49. A Major of Horse Artillery is held responsible that his own and his Officers chargers are complete in number, are properly broken, and that the regulations as regards their disposal are adhered to.

50. When cast horses are sent to be sold a Shoeing Smith is to be detailed as one of the party in charge, if the number of horses exceeds six, and the distance to be travelled is over 12 miles. On these occasions the feet of the horses are also to be examined, and defects in the shoeing remedied prior to the horses setting out on the journey. (Gen. Order 29, 1st April 1874.)

Special for a Major of Garrison Artillery.

51. The Major of a Battery of Garrison Artillery is, in addition to perfecting his men in the numerous and important drills and duties connected with the service of heavy ordnance, to instruct them in the distances of the various points in the neighbourhood of the Batteries in their district, and to make them familiar with the charges, weights, and ranges of the guns which form the armament.

52. Although, as shown hereafter in Section LXI, a Major of a Battery of Garrison Artillery will generally be placed in charge of a Sub-district, this special charge is not to free him from the responsibility of making himself familiar with everything connected with the other Sub-districts in the command, where practicable.

SECTION VI.

CAPTAINS.

53. The Captain in a Battery of Artillery is to aid the Major in its general supervision, and to make himself familiar with everything connected with it, and with all orders that may be issued, so as to be at all times ready to assume the command in the Major's absence.

54. It is considered that he may, under instructions from the Major Commanding, be of great service in the supervision of the condition of the Barracks, Stables, Cook Houses, Shops, &c., as well as by aiding him in the Professional Instruction of the Non-Commissioned Officers and men.

SECTION VII.

SUBALTERN OFFICERS.

55. Subaltern Officers are required to have an accurate knowledge of the Battery to which they belong, and from them is expected a close attention to their district, stable, and other duties.

56. They are to instruct the men of their own divisions in their duties as Artillerists, and to satisfy themselves that they are well acquainted with the range tables, and that they can lay guns with precision.

57. They are responsible for everything connected with their divisions, and are to send in a weekly report to the Officer Commanding the Battery, as laid down in Appendix. (Form No. 10.)

58. All Subalterns are frequently to attend the morning drills of their Batteries, and the Orderly Officers those of the afternoon.

59. Subaltern Officers are to keep a squad book containing a nominal roll of the men of their divisions, description of horses,

&c., which should be kept carefully revised up to date. *Vide* Forms in Appendix.

60. A Subaltern is to be detailed for Battery duty weekly as Orderly Officer, and he is not to exchange his duty without leave from the Officer Commanding the Battery. He is daily to visit the barracks and kitchens of the Battery, and to see that the dinners are well cooked and messes properly supplied. He is to see that the men are present and clean, and have their jackets on whilst at dinner. He is occasionally also to visit the barracks at the breakfast hour, and he is not to be absent from barracks without leave, except on duty.

61. All crimes are to be signed by the Subaltern Officer in charge of the division to which the prisoner belongs, or by the Subaltern Officer on duty; and the Officer signing the crime is to attend when the prisoner is brought before the Commanding Officer. Passes and leave lists should also be initialed by the Subaltern Officer of the Division or on duty before submission to the Officer Commanding.

Special for Horse and Field Batteries.

62. The Subaltern on duty is also to superintend the issue of forage; he is to attend the noon and evening stables daily, and morning stables when required, and he is to see that the horses are fed, and the precincts of each stable properly swept before the men leave them. He is to attend all the drills of his Battery, mounted or dismounted; and when the Battery is quartered by itself he is to perform the duties detailed for the Subaltern on brigade duty. He is to attend when the horses go out in exercising order, and is responsible that the men are properly dressed, and that they ride correctly.

63. When two or more Batteries are stationed together an Orderly Officer is to be detailed for the command.

SECTION VIII.

ADJUTANT.

64. The Adjutant must be particular in seeing that all orders are strictly adhered to, and, as he has constant opportunities of observing everything connected with the Brigade, the Commanding Officer should desire and has a right to expect that he will on no consideration withhold from his knowledge any deviation from them. The Adjutant is to be considered as the voice of the Commanding Officer. All orders coming through him are to be obeyed by all ranks, as if given by the Commanding Officer in person, and he is to report to the Commanding Officer every extraordinary occurrence that may come to his knowledge in Barracks or Camp.

65. The drills and instruction of young Officers and recruits at head-quarters are under his immediate superintendence.

66. The books deposited in the Brigade Office are under the charge of the Brigade Adjutant, and are not at any time to be permitted to be taken out of it. The books of a Brigade are to be kept in strict accordance with the Queen's Regulations; and it is particularly ordered that the Records of Officers' services and the Nominal Roll-book of Non-Commissioned Officers and men may be kept completed at all times.

67. He is to act as prosecutor at all courts-martial, and furnish all information that may be required by the court as to character, age, length of service, &c.,—taking care that the prisoner is duly warned for trial, and furnished with a copy of the charges. (*Vide also* Queen's Regulations, Sect. VI., Par. 58.)

68. He is to attend all Brigade parades at head-quarters, receive reports from Officers Commanding Batteries, tell off the Brigade and report to the Senior Officer present.

69. He is to bring young Officers and recruits before the Commanding Officer for dismissal, as soon as they are perfect in the drills and exercises required of them.

70. Schools (*vide* Queen's Regulations, Sect. IX., Par. 21 et seq.; Sergeants' messes (*vide* Queen's Regulations, Sect. VII., Pars. 84 and 85.)

SECTION IX.

THE PAYMASTER.

71. The Paymaster is to adhere strictly to the instructions laid down for his guidance in the revised Army Regulations, and in the War Office explanatory directions.

SECTION X.

DISTRICT ORDERLY OFFICER.

72. The District Orderly Officer of a Colonel on the Staff, commanding the Artillery of a District, is sanctioned under General Regimental Order No. 502, dated 4th May 1864.

73. His general duties correspond to those of a Brigade Major, and he is carefully to examine all reports and returns rendered by Officers in charge of districts, and point out any discrepancies which may appear between such returns, and the District Store Ledger.

74. He is to examine the reports and returns of the Brigades and Batteries in the district, rendered to the Colonel on the Staff.

SECTION XI.

MEDICAL OFFICERS.

75. For instructions, vide Queen's Regulations, and Special Instructions issued by Army Medical Department.

SECTION XII.

THE RIDING MASTER.

76. The Riding Master belongs to the staff of the Brigade, and is generally attached to the head-quarters. The Commanding Officer can, however, employ him (when necessary) to instruct batteries at out-stations, and any batteries, whether of the same Brigade or not, which may be stationed under his command.

77. His duties are to instruct the Officers, Non-Commissioned Officers, and men of the Brigade in riding and sword exercise, and at all times to superintend the instruction of rides that are carried on under the Rough Riders. Under ordinary circumstances he will be more useful in superintending other instructors than in taking riding squads himself.

78. He is to see that the system of equitation, and drill taught at the Riding Establishment, Woolwich, is not departed from.

79. He is to see that the equitation books are properly kept and filled in by the Rough Riders. As the Officers, Non-Commissioned Officers, and men are divided into three classes, he is, as they become fitted for advancement into a higher class, to recommend them for such advancement to the Major Commanding the Battery.

80. Non-Commissioned Officers and men are not to be dismissed riding drills until promoted to the first class, and reported by the Riding Master as fit to perform mounted duties in the field.

81. The Rough Riders of the batteries at head-quarters are to be put under his orders, as well as any rank and file Non-Commissioned Officer who has passed through the course of equitation at Woolwich, if the Commanding Officer considers it necessary.

The Riding Master must especially insist on their keeping their temper with the men, and must never allow them to fall into a slovenly or slack manner of instructing or drilling.

82. In India, and at other foreign stations where practicable, in order to keep the batteries of the Brigade supplied with Rough Riders, one Non-Commissioned Officer must be selected from each battery, to be trained under the Riding Master. The qualifications of these Non-Commissioned Officers are to be similar to those required by the Riding Establishment. (*Vide* Appendix, Form 8.) The system of equitation must be the same (as far as circumstances will allow), in the instruction, and in the length of time occupied, as is carried on in the above-named establishment.

83. No Officer is to be allowed to ride a horse on parade which the Riding Master has not notified to the Commanding Officer to be properly broken ; and no Officer is to part with such horse, without first obtaining the Commanding Officer's permission. For each horse broken as a charger for Officers of Horse Artillery, the Officer is to pay the Riding Master a fee of 1*l.* 1*s.*

84. When the Riding Master wishes for leave of absence he must apply during the summer months, except in urgent cases.

SECTION XIII.

QUARTERMASTER.

85. The Quartermaster is responsible to the Commanding Officer of the Brigade that all his books are properly kept and indexed, and that all returns relating to stores, forage, &c., are correctly made up and forwarded by the proper date.

It is his duty to see that every part of the Barracks, occupied by the Brigade and its Head-quarters at the station, is kept in perfect order.

86. The Quartermaster is responsible that a correct list be kept of the buildings occupied by each battery ; he has general charge of, and supervision over, all Barracks and Buildings in the occupation of the Brigade : and he will make minute and frequent inspections of them, and bring anything extraordinary to the notice of the Officer Commanding.

87. He is to see that the artificers carry on their work correctly : and he is frequently to visit the workshops.

88. He is to receive and deliver up all barracks at head-quarters, and is to be present at the delivery and exchange of all barrack-stores.

89. He is to superintend all the weekly issues of coals, candles, brooms, &c.

90. He is responsible that the bread, meat, and forage delivered to the troops are of full weight.

91. The Quartermaster is to attend every morning at the Brigade Office with such documents, &c., as he may have to submit to the Commanding Officer.

92. He is to make himself thoroughly acquainted with all local orders relating to his particular duties.

SECTION XIV.

VETERINARY SURGEON.

93. The Veterinary Surgeon is to communicate with the Commanding Officer on the state of the stables, ventilation, quality

of forage, sick horses, duties of the farriers, &c., and he is to visit the stables whenever required to do so by the Commanding Officer.

94. He must have a pattern shoe in each battery forge (according to pattern laid down in the Veterinary Regulations), and he is to see that the farriers do not deviate from the prescribed mode of shoeing. He is to receive a daily report from the farriers of the battery, as to any appearance of disease or injury among the horses, and an *immediate* report in the event of any accident or extraordinary occurrence, which he is at once to communicate to the Officer Commanding the Battery.

95. He is to see that the farriers have always a set of spare shoes fitted for each horse, with nails in proportion. He is to cause the farriers, shoeing smiths, and acting shoeing smiths, to be instructed in the art of nail-making, and to be so kept in practice as to ensure their being able to make nails with facility, when required.

96. He is to make a weekly inspection of all the horses, the Officer on duty of the battery being present at the time; and every Saturday he will inspect the horses that have been shod during the week.

97. He is to keep neatly and accurately the books required by Regulations. Sect. 23, Par. 1 (d.), Queen's Regulations.

98. He is to attend all general parades.

99. He is to make a monthly inspection of the tools, shoes, nails, and other stores belonging to the farriers, and report their state to the Commanding Officer, as well as to the Officer Commanding the Battery.

100. Whenever he considers it necessary to perform any operation, he is previously to make a report to the Commanding Officer, as well as to the Officer Commanding the Battery to which the horse belongs, and when the operation is sanctioned he is to have the farriers present at it.

101. He is to instruct all the farriers in the treatment of sick horses, and is responsible that the register of sick horses is correctly kept.

102. He is to report on the monthly return of qualifications of Non-Commissioned Officers and artificers, as to the fitness or otherwise of farriers, shoeing smiths, and acting shoeing smiths for promotion. Without a certificate of such fitness from the Veterinary Surgeon promotion is not to be given.

103. He is to make himself acquainted with all regulations pertaining to his department.

SECTION XV.

THE SUPERINTENDENT OF THE RIDING ESTABLISHMENT.

104. The Superintendent of the Riding Establishment is appointed for the purpose of ensuring the adoption of a uniform

system of equitation and sword exercise throughout the Regiment, and he is held responsible that no departure is permitted from the prescribed system. Officers in command of brigades and divisions must see the necessity of supporting the Superintendent's authority, and they are to accept his interpretation on matters of instruction as conclusive. They will, when attending the Riding School during Officers' rides, &c., give the Superintendent every assistance in seeing that his orders are obeyed.

105. The Riding Masters of brigades at Woolwich are under the Superintendent's orders in every matter relating to equitation and instruction.

SECTION XVI.

SYSTEM OF EQUITATION.

106. In order to maintain a uniform system of equitation throughout the Royal Artillery, Commanding Officers of Brigades are called upon from time to time to select Non-Commissioned Officers and their horses, and send them to the Riding Establishment at Woolwich for the purpose of training and qualifying as Rough Riders. The selection of these Non-Commissioned Officers is to be made with great care: they must be unmarried, able to read and write, and must fulfil the specifications laid down by the Deputy Adjutant General, Royal Artillery. (*Vide* Appendix Page 76.)

107. For further information with regard to these Non-Commissioned Officers and their horses, reference is to be made to the Queen's Regulations. (*Vide* Sect. XI, Paragraphs 18, 37, and 38.)

108. The whole system of riding instruction taught at Woolwich, (which is in conformity with the Cavalry system at Canterbury,) is to be carried out regimentally.

109. Upon the return of the selected Non-Commissioned Officers to their batteries, Commanding Officers are to encourage those favourably reported on by the Superintendent of the Riding Establishment, and who have received a qualification certificate, *vide* Form VIII, Appendix, by promoting them to Rough Riders as opportunities offer.

The Superintendent of the Riding Establishment is to report any Non-Commissioned Officer who may show no prospect of improving under instruction, in order that he may be sent back to his battery.

SECTION XVII.

CAPTAIN ON BRIGADE DUTY.

110. He is generally responsible for the regular performance of all duties, and he is not to exchange his duties without leave.

111. He is to attend all drill parades, and, as far as possible, to act as President of all Regimental Courts-Martial, Courts of

Inquiry, Boards of Survey, &c. He is to visit the barrack rooms, infirmary, hospital, school, guard, cells, and canteen twice during the week. He is to receive the daily report of the Subaltern on duty, and is himself to send a written report to the Lieutenant Colonel Commanding, every Monday morning, of the duties performed during the week. (*Vide* Appendix, Form 9.)

112. He is to receive reports from the Orderly Officers on duty that they have inspected the forage of their Battery, and visited their barrack rooms at dinner hour; and should there be any complaints he is at once to report them to the Officer Commanding, through the Adjutant.

SECTION XVIII.

BRIGADE ORDERLY OFFICER.

113. He is on no account to leave the garrison, nor to change his duty unless with the permission of the Commanding Officer.

114. He is to parade and march off the regimental guard, visit it once during the day, and once during the night after 10 o'clock. He is to visit the men confined in the guard-room and prison. He is to visit the sentries, and see that they are alert on their posts and acquainted with their orders. He is to attend at all stable hours. He is to mount the stable picquets immediately after evening stables. He is to visit the men's breakfasts and teas when required. He is to be present every morning at the issue of the men's rations. He is to visit the canteen during the hours of its being open. He is to visit the regimental hospital and horse infirmary.

115. He is to attend all parades.

116. He is to attend at the guard-room a quarter of an hour after Tattoo Roll Call every evening, and receive the reports from the Brigade Sergeant Major, at which time all the Orderlies are to be paraded and dismissed.

117. He is to send a daily report to the Captain on Brigade duty according to the following form :—

“ Sir,	Place and date.
I attended all parades yesterday. I mounted the Regimental Guard at o'clock, and visited it at o'clock by day, and o'clock by night, at which time I also visited the sentries of both guard and picquet. I visited the hospital (horse infirmary), regimental schools, cells, and prisoners' rooms, found all correct, and heard no complaints. (<i>Complaints, if any, to be stated</i>). I visited the men's breakfasts and teas (<i>this only when ordered</i>), mounted the picquet, was present at the issue of the	

men's rations at a.m., and received the reports at Tattoo Roll Call, when all the men were present (*except . . .*)

I have the honour to be,
Sir,

The Captain
On Brigade duty,
Brigade, R.A."

Sub-Officer on duty.

118. He is also to become "*ex officio*" the Acting Adjutant whenever the Adjutant may be out of the way, even for a few hours.

119. He is to read out at the morning parade such Garrison; Brigade, and other Orders of the previous day, of general importance as may be necessary.

120. He is responsible that all orders which may immediately concern Non-Commissioned Officers or men are read out to them at the earliest opportunity.

SECTION XIX.

ORDERLY OFFICERS AT OUT-STATIONS.

121. A Subaltern is to be detailed at out-stations, when there are two or more Batteries, for orderly duty; to be carried on, as nearly as local circumstances will permit, in accordance with the instructions laid down for the Brigade Orderly Officer, in Sect. XVIII.

SECTION XX.

BRIGADE SERGEANT MAJOR.

122. He is the assistant to the Adjutant; and, being at the head of the Non-Commissioned Officers, he must be an example of activity and soldier-like conduct. He must exact prompt obedience to his orders, and instantly correct any want of energy or exertion which he may observe. He should make himself acquainted with every man's name, character, temper, and abilities. He must be very diligent in informing himself of every part of his duty, strictly correct in the execution of it, and by his manly, soldier-like conduct, zealous activity, and a due regard to the feelings and comforts of those under him, set an example to the rest of the Non-Commissioned Officers. He will bring any irregularity among the Non-Commissioned Officers, whether at the Sergeants' mess or otherwise, at once to the notice of the Adjutant.

He must be master of everything relating to the drills of the Brigade.

He is to keep a roster for the duties of all Non-Commissioned Officers, detail all duties, give out the daily orders to the Battery Orderlies as soon after they are published as possible,

and he must exact from the Non-Commissioned Officers performing this important duty the same degree of attention as when on parade.

123. He is to keep accurate lists of defaulters, and see that they do not escape the punishments awarded, and that they are properly drilled and dismissed at the hour appointed. He is to see that a list of all men confined to barracks is kept in the guard room, and another in the possession of the Non-Commissioned Officer on duty at the canteen, so that convalescents and defaulters may not be allowed to quit the barracks, or to enter the canteen, except as authorised under Sect. XV., Para. 56, of the Queen's Regulations (1873). He is to visit the regimental guardroom frequently, and see that it is kept clean, and that the written orders for the guard are perfectly legible. He is to furnish a list of all prisoners confined in the prisoners room, main guard, or police station, to the Adjutant daily. He is responsible for the committal and release of all prisoners to and from the guard room, cells, and military prison, at the proper hours. He is to parade all prisoners ordered for trial, and their escort, also the witnesses and Orderly for the Court, and march them off so as to be at the Court-Martial room at the appointed hour.

124. He is to parade all guards, escorts, and Orderlies, and ascertain that they understand their orders,—particularly the rate at which Mounted Orderlies are to go and return. He is to specify this on the envelope of the despatch, and is to inspect the Orderlies and their horses on their return, when he receives the answer or acknowledgment of the message. He is to take all routes from detachments, not under the command of an Officer, arriving at head-quarters, show them to the Adjutant, and then hand them over to the Battery to which the men belong. He is immediately to notify to the Brigade Office the arrival of any individuals or detachments to join the Brigade, or *en route* to any other station. He must inspect all escorts on their return to barracks, and, before dismissing them, he should report their state to the Officer on duty. He is to parade all fatigue parties furnished by the Brigade, whether mounted or dismounted.

SECTION XXI.

BRIGADE QUARTERMASTER SERGEANT.

125. The Quartermaster Sergeant is personally responsible to the Quartermaster that the barracks, yards, stables, kitchens, urinals, and all buildings, grounds, &c., appertaining to the quarters or lines in charge of the Brigade are kept clean and in the best possible order.

126. The Artificers, Tailors, and Shoemakers are under his immediate directions, and all applications from them for leave or any other indulgence are to be made through him. He is every Monday morning to send to the Quartermaster a return, showing

in what manner the several Artificers have been employed during the preceding week, and the quantity of work done by each; and he is to receive from the Master Tailor and Shoemaker a report showing the amount of work performed by each Tailor and Shoemaker during the past week, which report he is to forward to the Quartermaster, after having satisfied himself as to its correctness.

127. He is frequently to visit the Tradesmen's shops, and report any irregularity to the Quartermaster.

128. He, as well as the Battery Quartermaster Sergeants, must be present at the issue of all rations.

129. When recruits join he is immediately to see that the Kits are properly marked for issue.

SECTION XXII.

TRUMPET MAJOR.

130. He must exact implicit obedience from the Trumpeters, reporting all neglect of duty or misconduct to the Adjutant.

131. He is to instruct the Trumpeters in all the soundings, and must—in Horse and Field Brigades—practise them, both mounted and dismounted.

132. He is to be present and take charge of the Trumpeters when they sound mid-day stables and dinners, Officers' mess hour, and at watch setting.

133. He is to sound the "boot and saddle" half an hour before the "turn out;" "turn out;" and "outmarkers" as ordered.

134. For foot parades the "turn out" is to be sounded fifteen minutes before, and "out markers" five minutes before the hour named for the parade.

135. For noon and evening stables he is to sound a quarter before the hour, and also at the hour named. The Orderly Trumpeter is to sound all other calls.

136. He is responsible that the Trumpeters attend school regularly.

SECTION XXIII.

ORDERLY ROOM CLERK.

137. He is under the direction of the Adjutant, and the situation he holds is one of great responsibility.

138. The greatest secrecy must be observed by him and his assistants, not only with respect to official books and documents, but to everything that takes place in the Orderly Room. Any breach of this secrecy will be followed by a recommendation for his removal from the situation.

139. He is responsible that no book or document is taken out of the Office without the Adjutant's permission.

140. He is at all times to appear in uniform, and his dress must be strictly in accordance with the regulations.

SECTION XXIV.

SCHOOLMASTERS AND SCHOOLMISTRESSES.

141. For their duties, &c., *vide* Queen's Regulations, Sections VII., IX., XV., and XXII.

SECTION XXV.

BATTERY SERGEANT MAJOR.

142. He is the Senior Non-Commissioned Officer of the Battery, and should set an example of activity and soldier-like conduct. His situation is one of high respectability; but it depends on his own assiduity and character whether he receives the attention and respect to which the appointment entitles him.

143. He must be able to instruct the Battery in all the details of its drills.

144. All passes for Non-Commissioned Officers and men, which are recommended by Nos. 1 of Sub-divisions, are to be signed on the back by the Battery Sergeant Major previous to being submitted to the Officer Commanding the Battery through the Subaltern Officers.

145. He is to attend at the Orderly Room when prisoners are disposed of, and enter in a squad book the amount of punishment awarded in each case.

Special for Horse and Field Artillery.

146. It is his duty to pay the greatest attention to the Battery Stables, and to see that the numbers, &c., are distinctly kept on the horses' hoofs.

147. At Exercising Order he is to ride in rear of the Battery, taking particular notice of the men's riding, and their general attention to the leading of spare horses, &c., and is to report any irregularity to the Orderly Officer.

148. He is answerable to the Officer Commanding the Battery for the accuracy of the Battery reports, and the cleanliness and order of the stables.

SECTION XXVI.

BATTERY QUARTERMASTER SERGEANT.

149. All Battery stores are in his charge, and he should see that every article in store is in the best possible state.

150. The necessaries of the Battery are to be issued through him under the direction of the Officer Commanding; and he should see that they are strictly according to the regimental

pattern. No pecuniary transaction is to take place between him and the men of the Battery save through the Officer Commanding, and all such must appear in the ledger sheet.

The kits of recruits should be properly marked in the Brigade Store, and issued to them in presence of the Battery Quartermaster Sergeant, who is responsible that every article is properly marked before delivery.

151. He is to attend his officers at all inspections of necessaries, arms, barrack rooms, harness, &c.

152. He is to attend at the delivery of bread and meat, and see that they are good and of full weight; he is also to attend the issue of forage when necessary.

153. He is responsible that the arms, accoutrements, and clothing of any man deserting, going into hospital, or becoming non-effective by death or other casualty, are immediately enumerated, and taken into store. He is also to take into store the necessaries of men in prison, and such articles as men do not take with them on furlough. Kits belonging to men, who go on duty involving an absence of more than one night, are to be given into store before the men quit the barracks.

154. He is to collect reports after every field-day before the Battery is dismissed, to ascertain what may have been lost or broken.

155. He is to make frequent inspections of the barrack rooms, stables, utensils, &c., and report all deficiencies, in order that at the monthly inspections the charges made may fall upon the person through whose neglect or carelessness the damage has been caused: and not become a general charge against the Battery. He is to be assisted in this duty by the Nos. 1 of Sub-divisions, and Non-Commissioned Officers in rooms and stables.

156. He is to keep an exact account of the distribution of the barrack bedding, so that in the event of any loss it cannot come as a general charge against the Battery.

157. He is to make an immediate report to the Quartermaster, or at out-stations to the Officer Commanding, of any repairs that may be required either in the barrack rooms or stables.

158. He is to see that the precincts of the barracks, huts, or stables occupied by the Battery are kept clean.

159. He is occasionally to visit the lodgings of the men allowed to reside out of barracks, and if he observes anything objectionable, either in their situation or in the men's habits, or in those of their immediate neighbours, which would be likely to have an evil effect on the soldier, he is to report the same to the Officer Commanding the Battery.

160. In Garrison Batteries the above duties are performed by the Pay Sergeant.

SECTION XXVII.

SERGEANTS' MESS.

161. (*Vide* Queen's Regulations, Sections VII. and XV.)

SECTION XXVIII.

ARTIFICERS.

(a.) Horse and Field Artillery.

Wheelers.

162. They are to do any work that may be necessary for the efficiency of the Battery.

163. They are to make all repairs to the carriages, ammunition boxes, &c., as soon as possible after they have been reported.

164. They are frequently to inspect the carriages, small stores, ammunition boxes, &c.

165. They are to attend foot and riding drills once a week.

166. They are strictly forbidden to undertake any work not connected with the Battery without the consent of the Commanding Officer.

Farrier.

167. He is to set an example to the Shoeing Smiths under his charge, and will at once take notice of any disobedience of his orders, or inattention to their work. Should he find it necessary to confine any one of them, he is to report that he has done so to the Sergeant Major, and the Quartermaster Sergeant.

168. He is to order all medicines, unless a Veterinary Surgeon be present, subject to the approval of the Officer on duty or Commanding Officer, without whose knowledge no medicines are to be administered, except in cases of emergency.

169. He is to attend foot and riding drills once a week.

170. On a march he will go round the stables of the Battery at such hour as the Commanding Officer may direct, and examine the horses' backs, shoulders, shoes, &c.

171. He is to attend stables at all stable hours.

172. He is strictly forbidden to undertake any work not connected with the Battery without the permission of his Commanding Officer.

Shoeing Smiths.

173. They are to observe implicitly the instructions given to them by the Veterinary Surgeon and Farrier.

174. They are to go round their divisions every morning at stable hour, examine their horses' feet, and report to the Farrier that they have done so, at the same time reporting any

sickness or casualty which they may remark to the Farrier and to the No. 1 of the Sub-division, also any cases in which the letters and numbers on the horses' hoofs have become illegible.

175. On a march they are to visit the stables of their divisions at the first stable hour after arrival in billets.

176. They must under no circumstances strike any horse which they may be shoeing or examining.

177. On active service they are to inflict corporal punishment when required by the Commanding Officer to do so.

178. They are strictly forbidden to undertake any work not connected with the Battery without the permission of the Commanding Officer.

Collar-makers.

179. They are responsible that all repairs to the harness, &c. ordered to be executed, are carried out as soon as possible.

180. They are to inspect the harness in their charge once a week, and see that the stuffing and lining of the saddles are in proper order, and that the body side of the collars is soft and free from lumps.

181. The Senior Collar-maker is to send in on Monday morning to the Quartermaster Sergeant, who will deliver it to the Orderly Officer at mid-day stable hour, a report of the work that has been done in the shop during the week, an account of material expended, and a statement that the harness of the divisions has been inspected.

182. The Senior Collar-maker must pay every attention to the men under his charge for instruction, and try to render them fit for advancement, and capable of taking the place of a Collar-maker when necessary.

183. The Collar-makers are to undertake no work not connected with the Battery without the consent of their Commanding Officer.

(b.) Garrison Artillery.

184. In order to obviate as much as possible the necessity of employing Civil Artificers, two Soldier Artificers, as Wheeler or Carpenter, and Smith, are mustered and paid as Gunners, and form part of the established number of that rank, and are to be distinguished by the badges worn by the Wheelers and Smiths of Field Artillery. Commanding Officers of Artillery are directed to give immediate notice, on the arrival of a Battery at a station, to the Commanding Engineer or Military Store Officer, as the case may be, that his Military Artificers, whose names are to be stated, are available for the public works. Those belonging to Batteries at Woolwich are to be employed in the Royal Arsenal.

185. The men are to be supplied with tools from the public store.

186. The men to be selected must have completed all their drills ; and it is to be understood that their employment as Artificers is not in any way to interfere with their instruction as Artillerymen, including their annual course of drill.

SECTION XXIX.

ROUGH RIDER.

187. Except under special circumstances, which must be reported to the Deputy Adjutant General, no Non-Commissioned Officer on home service is to be appointed Rough Rider who has not obtained a certificate of perfect fitness, both as to character and as to proficiency in the established system of equitation, from the Superintendent of the Riding Establishment at Woolwich. In India, and elsewhere abroad, this certificate must be furnished by the Riding Master, and approved by the Commanding Officer.

188. The Rough Rider is to instruct recruits in riding and sword drills. He is to break and form the remount horses, and in doing so must strictly adhere to the Regulations on that head.

189. He must exercise great command of temper. When drilling he is to give the words of command with spirit and clearness ; and he is not to swear or make use of intemperate language. Whenever he finds a man inattentive to his directions he is to report him to the Sergeant Major, for the information of the Officer on duty.

190. When a Riding Master is present, the Rough Riders are to be under his special orders for carrying on riding drill.

191. When a battery is quartered at an out-station the duties of the Riding Master are mainly carried on by the Rough Rider.

192. In the absence of the Riding Master the training of Officers' chargers will devolve upon the Rough Rider. He cannot, however, claim the fee ; and the Officer Commanding must decide whether he considers the horse properly broken.

193. He must keep accurately the equitation register. The Non-Commissioned Officers and men are to be divided into 1st, 2nd, and 3rd class rides ; and he is neither to advance nor degrade a man without the sanction of the Officer Commanding the Battery. It is desirable that he should have in his possession the book of "Aids to Instruction."

194. When a Rough Rider wishes for a furlough he must apply during the summer months.

195. A Rough Rider's certificate of qualification is to be copied into his small account book.

196. It is desirable that Rough Riders should hold their appointments and perform the duties for a period of 3 years. Under special circumstances they may be promoted to the rank of Sergeant before the expiration of this term ; but if so they must

continue to perform the duties of Rough Rider for the allotted period, if their services in that capacity should be required.

SECTION XXX.

MASTER TAILOR.

197. He is forbidden to deviate in the slightest particular from the regimental pattern in making up or altering any article of clothing for Non-Commissioned Officers or men. His prices are always to be in accordance with the Regulations in force.

198. All men employed in the tailor's shop are to be under him for discipline, and he is responsible that no irregularities occur without being checked, and if necessary reported.

199. He is not to undertake any private work without the permission of the Officer Commanding.

SECTION XXXI.

BRIGADE ORDERLY SERGEANT.

200. He is to be detailed weekly, and to report any irregularity or neglect which he may observe on the part of any Non-Commissioned Officer on brigade duty to the Brigade Orderly Officer.

201. He is to parade the sick and prisoners under the Batteries' Orderlies at the appointed hour, and see that the Orderly of the Battery on duty marches the sick to the hospital, and that the Non-Commissioned Officer detailed to escort the prisoners is present and marches them to the hospital for medical inspection.

202. He is to parade the defaulters of the brigade at the appointed times, and is always to have a correct list of the men under punishment, which he will obtain from the Battery Sergeant Majors, and he will see that they are properly drilled. He will make them answer their names every half hour after half-past two on Sundays, unless they have been detailed as stable-men in the room of men who are not defaulters. On week days he is to see that the defaulters answer their names at the guard room every half-hour after the last defaulters' parade until tattoo.

203. He is responsible that the men confined in the guard room are supplied at breakfast hour with such clothing as may be required to make them fit to appear at the orderly room.

204. He is to parade the Canteen Orderly at noon, place him on duty, and give him a list of the defaulters; and also see that he does not quit the Canteen till roll call. He must himself frequently visit the Canteen, and see that no irregularities take place.

205. He must see the lights and fires extinguished in barracks at the time laid down, and report the same to the Officer on duty.

206. It is his duty to see that the barrack-yards, &c., are regularly cleaned and swept every morning, and to parade the Cooks for rations.

207. He is to make a report at the close of his duties to the Brigade Sergeant Major, for the information of the Adjutant, that he has performed the duties required of him.

SECTION XXXII.

EXTRA DRILL NON-COMMISSIONED OFFICER.

208. He is to superintend the defaulters at fatigues and punishment drills at such hours as may be ordered. (*Vide* Queen's Regulations, Sect. VI., Paragraphs 12-14.)

209. When the defaulters are ordered on barrack fatigues, he is to see that they continue actively employed and is to prevent unnecessary talking. At drill he is never to suffer defaulters to hold any conversation, not even when standing at ease.

210. He is occasionally to inspect the kits of the defaulters five minutes before dismissal, and to report any deficiencies.

211. When he has been employed with defaulters during the forenoon he will be excused attendance at mid-day stables, (in Horse and Field Artillery), but not otherwise. He is to attend the parade for defaulters before watch setting.

212. He is at all times to have in his possession a list of the defaulters, which will be furnished by the Orderly Sergeant, showing the dates on which each man's punishment commenced and on which it will terminate.

SECTION XXXIII.

CANTEEN ORDERLY.

213. He is to be placed on duty daily by the Brigade Orderly Sergeant. He is to attend stables and any parade that may be ordered during the time the canteen is closed.

214. He is to remain in the canteen during the whole time it is open, and to see that no irregularity is going on.

215. He is to be in possession of a list of all men confined to barracks for punishment, who are not to be admitted to the canteen, except during the hours prescribed in the Queen's Regulations, Sect. VII., Paragraph 56. Men on guard may not enter the canteen.

216. He is to clear the canteen of all persons when the "first post" sounds. Should he find any difficulty in doing this, he will apply to the Non-Commissioned Officer of the guard for assistance.

217. On the canteen being closed he is to report himself to the Brigade Orderly Sergeant.

SECTION XXXIV.

MOUNTED ORDERLIES.

218. Garrison Orderlies are always to parade in Field Day order.

219. Mounted Orderlies and Trumpeters in attendance on General Officers on parade turn out in the same order as that in which the troops parade, except when the troops are in marching order. In this case—on ordinary Field Days—Orderlies turn out in Field Day order, and only carry the complete equipment of marching order when the articles are required for actual use—as on line of march, &c.

220. The credit of the Regiment is affected by the conduct of Non-Commissioned Officers or men on mounted orderly duty; therefore no irregularity in an Orderly, however trifling, will ever be overlooked.

221. When an Orderly is required to “turn out,” whether by night or day, he must do so with the greatest smartness, and is, unless otherwise ordered, to proceed at once to the Brigade Sergeant Major, who will give him his orders.

222. A Mounted Orderly is on no account to stop on the road, neither is he to carry other than the message or letter committed to his charge, which he is to deliver to the person to whom it is sent, or to a trustworthy person deputed to receive it. (*Vide also* Queen’s Regulations, Sect. VII., Paragraphs 116–118.)

SECTION XXXV.

TRUMPETERS AND ORDERLY TRUMPETERS.

223. The Trumpeters, in accordance with Section XXII, are to receive orders from the Trumpet Major or Senior Trumpeter.

224. The Orderly Trumpeter is to remain constantly with the guard when not required for sounding.

225. The Orderly Trumpeter will receive from the Trumpet Major, or in his absence from the Senior Trumpeter, instructions regarding the hours at which he is to sound the various calls, and he is responsible for the same being sounded at the time ordered.

SECTION XXXVI.

STABLE ORDERLY.

226. There must always be a Non-Commissioned Officer on duty over the stables during the day in Horse and Field Artillery; he will be put on immediately after the conclusion of morning stable hour, and taken off at the commencement of evening stable hour.

227. He is to take charge of the stablemen, of whom he will have a nominal list, and to take care that they never quit their stables during the day without being properly relieved, and without the knowledge of the Orderly Sergeant.

228. He is to regulate the temperature of the stables, and to take care that they are kept clean and neat; and that all directions, particularly those respecting the treatment of any sick or lame horses, are punctually attended to. He is to go through the whole of the stables at least once every hour between the stable hours, to see that the several orders are carried out.

229. He is to see the harness rooms locked up when all the harness and appointments are clean and put up for the day, and hand over the key to the Non-Commissioned Officer, who is to relieve him on the expiration of his tour of duty.

230. Smoking in or near the stables is strictly forbidden. Stable barrows are not allowed in stables.

SECTION XXXVII.

SERVANTS AND GROOMS.

231. All Officers' Servants should, as far as possible, be taken from the Gunners, and Bâtmen from the Drivers.

232. Unmarried Servants are not to mess out of barracks, unless with the permission of the Lieutenant Colonel Commanding.

233. Servants and Bâtmen are not to appear in mixed dresses, but either in uniform or livery.

234. No Servant or Bâtman is to be absent from Roll Call without a pass signed by his Master.

235. Any Servant who shall misconduct himself, or leave his Master without good and sufficient cause, is not to be employed again for a twelvemonth. A report of the cause of leaving should invariably be made to the Adjutant for the information of the Commanding Officer.

SECTION XXXVIII.

NON-COMMISSIONED OFFICERS AND MEN.

236. From Non-Commissioned Officers is expected the strictest attention to all their duties, the greatest sobriety and regularity of conduct, and care as to dress and appearance. They must insist on strict and prompt compliance with their orders, but at the same time use their authority with discretion, and never allow themselves to be influenced by prejudice or personal ill will towards any individual. Non-Commissioned Officers must never make use of abusive or improper language to the men, and must use special tact in dealing with young soldiers. They are to

give their orders plainly and decidedly, in as few words as possible, and they are never to suffer a reply when on parade or other duty, nor when off duty be intimate or associate with the men. (*Vide also* Queen's Regulations, Sect. VI., Par. 30.)

237. No Non-Commissioned Officer is to have any money transactions whatever with a Gunner or Driver.

238. Non-Commissioned Officers having occasion to confine Soldiers are to give in a written crime to the Non-Commissioned Officer of the guard, signed by themselves, and to report the circumstance to the Sergeant Major.

239. Whenever a Non-Commissioned Officer is confined for drunkenness, the Officer or Non-Commissioned Officer confining him will immediately send for the two Senior Non-Commissioned Officers of the Battery to which the prisoner belongs, and (if at head-quarters) the Brigade Sergeant Major also, should he be in barracks; and these are to appear as evidences. In the case of a Gunner or Driver so confined, the Battery Sergeant Major and Orderly Non-Commissioned Officer of the Battery are, when possible, to be sent for, or, in their absence, the two Senior Non-Commissioned Officers of the Sub-division to which the prisoner belongs, and they likewise are to appear as evidences.

240. Non-Commissioned Officers allowing themselves to be treated by, or seen drinking or familiarly associating with the men, will be subject to be tried by Court-Martial for wilful disobedience of orders.

241. Men obtaining passes are to be inspected by the Battery Orderlies, who are responsible that they are properly dressed.

242. Non-Commissioned Officers and men are forbidden to carry heavy walking sticks. There will be no objection to their walking out with light sticks or canes by permission of G. O. Commanding.

243. The lace of the jackets and tunics, and the cap bands of the rank and file Non-Commissioned Officers and men are to be coloured or renewed on the day previous to muster.

244. Non-Commissioned Officers in barrack rooms may have a small box, one foot ten inches long, one foot wide, and ten inches deep; but no right can be allowed for its conveyance at the public expense.

245. Every Sergeant in the *Horse and Field Artillery* is to have in his possession a copy of the *Manual of Field Artillery Exercises, and Evolutions of Cavalry*, and in *Garrison Artillery* a copy of the *Manual of Artillery Exercises, and Field Evolutions for Infantry*. All Non-Commissioned Officers are recommended to provide themselves with a copy of the *Artillerists' Manual*, by Major Griffiths.

246. Seniority alone can never give a Non-Commissioned Officer right to promotion. When a Non-Commissioned Officer is discovered to have become careless, negligent, or indifferent in the discharge of his duty, whatever his rank and services may be, he can never expect preferment.

247. The greatest impartiality is to be exercised in recording in the various periodical documents the merits, &c., of Non-Commissioned Officers, in order that they may not be brought forward for promotion unless their qualifications entitle them to it.

248. No party is to be sent out on duty except in charge of a Non-Commissioned Officer; and no fatigue party is to be sent beyond the precincts of a Garrison without the express permission of the Officer Commanding.

249. Leave or any employment with working pay is not to be granted to any man until he has been one month clear of the defaulters' book.

250. No Non-Commissioned Officer or man is to go out boating without the written permission of the Officer in command of the Battery. No boating party is to be without a Non-Commissioned Officer to accompany it, and to be responsible for the dress and conduct of the men.

251. No Non-Commissioned Officer of any rank is on any account to appear in plain clothes, except by permission of the General Officer commanding the District or Garrison.

252. No Non-Commissioned Officer or Soldier present with a brigade is to address his Officers in writing.

253. No man is to reply to an Officer or Non-Commissioned Officer when found fault with on duty or in the ranks.

254. Any Non-Commissioned Officer or man must immediately report any illness either of himself (or of his horse) to the No. 1 of his Sub-division; if this is neglected he will be liable to punishment. A similar report is to be made of any damage or loss in his appointments. No man on the sick report is to quit the barracks or camp, or to enter the Canteen.

255. Before any man can obtain a furlough, he must have been dismissed his drills, his kit must be complete, he must be out of debt, and he must be a man of good character.

256. Any man having real cause for complaint should appeal through the Officer Commanding his Battery; and without meaning to encourage trifling complaints, of which all good soldiers should be ashamed, it is to be clearly understood that all real grievances will be redressed. The yearly inspection is not the period at which claims are in ordinary cases to be brought forward for adjustment. (*Vide* Queen's Regulations, Sect. V. Par. 36.)

257. A soldier who is not properly dressed is on no account to salute, but is to stand at attention until the Officer passes. The same rule is to be observed by a soldier who may be carrying anything that prevents him from saluting properly.

258. When a man who has been employed as Clerk, Servant, Bâtman, &c., is sent to his duty in the ranks, the Battery Sergeant Major must see that he attends all drills when not on duty, until he is dismissed by the Adjutant and (when necessary) by the Riding Master.

SECTION XXXIX.

NOS. 1, OR NON-COMMISSIONED OFFICERS IN CHARGE OF
SUB-DIVISIONS.

259. Nos. 1 of Sub-divisions are immediately responsible to their own Divisional Officers, that the arms, accoutrements, appointments, men's necessaries, and everything under their charge, are complete and in the best possible order. Applications for leave by Non-Commissioned Officers and men in a Sub-division are to be recommended by the No. 1 before transmission.

260. They are responsible that the beds, kits, and necessaries, are put up in a proper and uniform manner, that the men change their linen twice a week, that their hair is cut according to order, that they are cleanly in their persons, and that no bad language is used in the rooms or stables.

261. They are to send in a weekly report at dinner hour on Sunday to the Officer in charge of the division, that they have performed all the duties laid down for them in the Standing Orders, or otherwise.

262. They must make themselves acquainted with the character and abilities of their Non-Commissioned Officers and men, take every opportunity of instructing the younger Non-Commissioned Officers in their various duties, and be most particular that they on no account associate or drink with the men, as such conduct tends to weaken their authority, and renders it almost impossible for them to conduct their duties in a proper manner.

263. They are responsible that the arms, accoutrements, and clothing of every man deserting, going into hospital or prison, or becoming in any way non-effective, are immediately taken an account of and given into store. This list (to be handed to the Quartermaster Sergeant or Pay Sergeant), must correspond with that which accompanies the non-effective account rendered with the pay list. They must see that the whole of the articles in the men's kits are of the proper patterns, and correctly marked. All damages and losses in the barrack rooms of their Sub-divisions should be traced by them to individuals if possible, and reported to the Battery Sergeant Major.

264. They are regularly to enter in a book, which is to be kept for that purpose alone, the daily expenditure of the Mess, and regularly on the 7th, 14th, 21st, and last day of the month make up the accounts, and certify in writing that they have done so.

265. They are to countersign all beer tickets before they are delivered to the Orderly proceeding to the Canteen for beer.

266. They are to make themselves fully competent to instruct the men in the duties of Artillerymen, and make them familiar with tables of practice, so that they may be able to lay their guns with the greatest precision for all distances, and in the shortest possible time.

NOTE.—In Garrison Brigades these Orders apply to Non-Commissioned Officers in charge of Rooms.

Special for Horse and Field Artillery.

267. They must pay the greatest attention to the state of the guns, carriages, saddlery, ammunition, horses, shoeing, and everything connected with their Sub-divisions. Every horse is to be shod at least once a month, and a shoeing list is to be kept by them, specifying the date on which each horse was last shod. They must be particular that the numbers and letters are distinctly kept on the hoofs. They must keep the stable cards correct in all particulars concerning the horses; and they must see that the Shoeing Smiths inspect the horses' feet every morning at stable hour, as this will prevent the frequent inconvenience arising from horses casting shoes on the march and at drill. The stable utensils are under their charge, and they must be careful to notice any deficiency or injury to them, ascertaining if possible the individual to blame.

268. The young Non-Commissioned Officers and Recruits must be instructed in the manner of taking to pieces and putting together every part of their appointments.

269. Saddles, harness, bridles, and other appointments are to be hung up in a uniform manner.

270. The appointments are to be taken to pieces once a week, and laid out for the inspection of the Officers in charge of divisions. The ammunition and small stores (weather permitting) must be taken out of the boxes once a week, and thoroughly inspected, care being taken that each box contains the proper articles assigned to it. Any article found to be damaged is to be at once reported with a view to immediate repair.

271. When squad parade sounds, each No. 1 will parade his men in front of his Sub-division stables, and inspect them most minutely; he will then march them into stables, and file every man to his horse or horses, go round, inspect every horse, see that they are all properly girthed up, and that the surcingle is not tighter than the girths, (neglect of this point producing lumps and galls, and throwing horses out of work for a time,) and point out everything that may be wrong, and have it altered on the spot. He will then file out and mount his men, and see that the stirrups and drivers' reins are of a proper length. He is also responsible that the saddles, pads, &c., are fitted as laid down in Section 1, Part IV., of the Manual of Field Artillery Exercises.

272. When marched to the gun park, the Nos. 1 will be most particular in seeing that the horses are properly hooked in, the main points to be attended to being that the traces are not twisted and hooked in of unequal length (the hand horse, if anything, the longest), that the breechings have no more play than four inches between them and the collars, and are from 10 to 12 inches below the upper part of the dock, that the ties are properly fastened, and that each driver has a spare set on the off-ring of his saddle.

273. In marching to the drill ground, or in route marching, the Nos. 1 need not remain in one place, but should constantly

observe that the line of draught is straight, the drivers sitting up and paying every attention to their horses, and they should correct anything that they may not have seen when inspecting their Sub-divisions in the park.

274. When halted, they must see that the drivers examine their horses' feet, shoulders, girths, saddles, &c., and report that all are correct or otherwise; and they will themselves report to the Officer in charge of the Division.

275. On coming in from drill, or marching order, or from the line of march, as soon as the horses are filed into stables and fastened up, the men will be allowed ten minutes to change their clothes, at the expiration of which time each No. 1 will parade the whole of his Sub-division off duty, and march them into stables, where they will remain, and on no account quit the stables without leave until the "turn out" sounds.

276. They are most carefully to inspect and pass at stable hours every horse under their charge, and report accordingly.

277. They must not only be vigilant themselves, but impress upon all Non-Commissioned Officers and men under them the necessity of reporting at once any horse which may appear dull or the least off his feed.

278. Sick or lame horses under treatment in stables must be pointed out to the Stable Orderly, so that he may see that the orders of the Veterinary Surgeon or Farrier are carried into effect.

279. They are to see that the wheels of their carriages are properly greased, and are always fit for service.

SECTION XL.

PARADES.

280. For Horse and Field Artillery parades, *vide* Manual of Artillery Exercises (Field), 1875, Part V., and Sect. XXII., Par. 134, R.S.O.

281. For Garrison Artillery parades, *vide* Section XXII., Par. 134, R.S.O., and Manual of Artillery Exercises, 1873.

282. For instructions as to parades of Garrison Artillery as Infantry, *vide* Field Exercise and Evolutions of Infantry, Parts II. and III.

283. For general instructions on this subject, *vide* Queen's Regulations, Sections I., V., VII., VIII., X., XI., XII., XIV., and XVII.

SECTION XLI.

STABLE DUTIES.

284. Nothing under this head is of more consequence than careful attention to the quality, quantity, and distribution of the forage, combined with vigour and exertion in grooming. On

these points mainly depend the health and condition of the horses.

285. Great care also must be taken that the horses are properly and frequently watered, as otherwise they cannot be kept in good condition. Every horse should be allowed as much as he will drink, except when brought in heated or over-fatigued, at which time horses should be sparingly watered; but at the next stable hour they should not be stinted. Non-Commissioned Officers must pay special attention to this point, as their men, who have not been accustomed to the care of horses, are not aware of its importance. In winter, it is desirable not to water horses before stable hour.

286. The following regulations for stables are to be adhered to:—

Morning.—The trumpet to sound for morning stables, rolls to be called, men marched to the stables by the Battery Sergeant Major, every man to assist in cleaning out stables, then water, feed with hay, pick and wash out feet, and commence grooming with curry comb and brush. Then wisp and rubber, “heads about,” and groom as before, sponge eyes and nostrils “heads about,” sponge docks, feed with corn, sweep up stables. Then harness or saddle as required. Dismiss.

Mid-day.—The trumpet to sound for mid-day stables at 11.30 o’clock, rolls to be called and men marched to stables as above, water horses, wash out feet, commence grooming as at morning stables until 12.15, “heads about,” groom as before until 12.30, sponge eyes and nostrils, “heads about,” sponge docks, feed at 12.35, sweep out stalls and stables, sponge and clean head-collars and collar-chains. Dismiss at 12.45.

Evening.—The trumpet to sound for evening stables at 5.45, rolls to be called and men marched to stables as above, water, pick and wash out horses’ feet, then commence grooming until 6.30, the same as above, “heads about,” groom as before until 6.45, sponge eyes and nostrils, “heads about,” sponge docks and bed down, feed at 6.50, and dismiss at 7 p.m. On Sundays, evening stables will be from 4.30 till 5.15 p.m.

287. Horses not present at the appointed stable or feeding hour are not to have a double feed of oats, if there be time to divide it before they are bedded up for the night.

288. When men come in with their horses, and they have not had their meals, they may be permitted to quit the stables for half an hour, leaving their horses harnessed until they return, but having previously sponged their eyes and nostrils; they are also before leaving to take off bridles, put on head-collars, throw up cruppers, wisp heads, wash and dry legs, pick and wash feet, and feed with hay. On their return to stables, the horses are to be watered, the harness taken off, horses thoroughly cleaned, and fed with oats.

289. A couple of handsfull of chopped straw and hay should be given, mixed with each feed of corn.

290. No man is to take a horse outside the stables, nor on any account to trim his heels, unless ordered by an Officer to do so.

291. On no pretence is a horse to be struck in the stable, or quickly turned round in the stall.

292. The saddles and bridles, harness, and other appointments, are to be kept clean and hung up in a uniform manner.

293. The stable utensils are to be carefully arranged in the most convenient places. The wheelbarrows are always to be emptied, and the buckets left filled with fresh water before the men are dismissed from stables.

294. Non-Commissioned Officers in charge of stables are to be most particular in observing that the horses are all let down from the rack before quitting stables.

295. One stableman is always to be in each stable during the day. The cook of his room will bring him his meals. In case of accidents he is to pass the word for assistance to the nearest barrack-room.

SECTION XLII.

ORDERS FOR STABLE PICKET.

296. The stable picket will mount at "turn out" of stables, the men who are to form it having been allowed to leave stables a quarter of an hour before turn out to dress themselves. Previously to being marched off they are to be inspected by the Subaltern Officer on duty.

297. They must remain constantly on their post, and not go into the stables without a light, which must be in a lantern. Should a horse get loose, they must call the Non-Commissioned Officer of the Picket.

298. The picket will be dismissed at morning stable hour by the Non-Commissioned Officer in Charge.

SECTION XLIII.

INSTRUCTIONS FOR BILLETING.

299. The day before the march of a Battery or Batteries, a Billeting party should be sent on to draw billets; the Senior Non-Commissioned Officer of the party, if more than one is sent, being furnished with the route and a copy of the Mutiny Act.

300. The Senior Non-Commissioned Officer should ascertain, before starting, at what hour the Battery or Batteries are to march; and should obtain a return of the Officers, of the men and horses by Sub-divisions, and of the number of carriages.

301. On his arrival at a place where billets are to be demanded, he is first—if it is a military station—to report himself to the Officer Commanding, and then to see the billet-master, whose signature he should obtain to the route. He will then draw billets for his own party, and have the horses belonging to it accommodated.

302. He will then without loss of time secure the required number of billets, ascertain the situation of the lock-up, making arrangements regarding it if necessary, and find where the guns can be most conveniently parked.

303. He should endeavour so to arrange the billets that the men and horses of a Sub-division shall not be divided, and that each division (should the town admit of it) shall be kept together as much as possible.

In no case should a soldier be separated from his horse.

304. The Staff Sergeants, Trumpeters, and Artificers should have their billets near Head-quarters. The Non-Commissioned Officers are to be distributed among the various billets, no two occupying the same if possible.

305. The Non-Commissioned Officer in charge of the billeting party is to inspect all the billets, and inform the landlords of the probable time of the arrival of the Battery or Batteries.

306. He is to prepare a billet roll for the Commanding Officer, divisional ones for the Subaltern Officers, and Sub-divisional rolls for the Nos. 1. The names of the men and the number of horses for whom each billet is intended are to be written on the back of the billet paper.

307. He is to call at the Post Office and receive any letters for the troops on the march.

308. He is to meet the main body a mile before it enters the town, and deliver the billet rolls described above.

309. Officers Commanding Batteries are held responsible that the billeting expenses are discharged, and they should obtain receipts from the various landlords or proprietors.

310. The carriages should be parked, if possible, in barracks; but in the absence of barracks they are usually placed in the market place or some such convenient spot. A guard should be mounted over them; and if not in barracks a guard room is to be hired in the immediate vicinity of the carriages.

SECTION XLIV.

ORDERS FOR THE MARCH.

311. Immediately on a Battery receiving the order to march the Subaltern Officers will furnish to the Major Commanding a distribution return of their respective divisions, detailing the men and horses to march, and enumerating the sick and dismounted men. The Medical Officer is to furnish a return of men unable to march.

312. On the evening previous to marching the Quartermaster Sergeant is to have the whole of the barracks, stable &c. cleaned and put in good order, with a view to their being handed over on the following morning without delay. An Officer should always be present when barracks, &c. are handed over. (*Vide* Queen's Regulations, Section XV., Par. 28.)

313. When not marching with other troops a Battery should have an advance and a rear guard.

314. The head of the column should be occasionally changed,—a different Sub-division leading. This, with an occasional alteration of the pace, tends greatly to relieve horses on the march. At whatever pace, however, the Battery may be marching, it should always be maintained at a uniform rate by the leading Sub-division.

The Battery should be halted shortly after marching off, and again every four or five miles, when the men should be dismounted, and the horses, harness, &c. examined. An immediate report should be made of the slightest appearance of a gall or chafing by any part of the harness. On the line of march Officers are to prevent the men from lounging in their saddles.

315. A feed of oats is invariably to be carried in the nose bag.

316. Officers commanding divisions on arrival at a billeting station are to see the men and horses into billets. When the men have cleaned their horses, harness, and appointments, they are themselves to appear properly dressed and clean.

317. On the arrival of a Battery at a billeting station the Officer Commanding, previous to dismissing the parade, is to tell the Officers of divisions the hour at which the Nos. 1 are required to attend at Head-quarters, to accompany him round the billets of their Sub-divisions. This is done usually about two hours after arrival.

318. The Orderly Officer is to receive reports from the Sergeant Major at every stable hour, and at tattoo. He will also visit the guard after tattoo.

319. On passing through a military station, marching in and marching out states are to be furnished to the Commanding Officer.

320. Where a single Battery is on the march, not in an enemy's country, there is no objection to its moving by Divisions at some little distance from each other, communication being always maintained.

321. The numbers usually seated on the carriages should,—except in passing through towns, or when the Battery is trotting,—march on foot. This may be arranged by forming the detachments into one body, and marching them either at the head or the rear of the column,—two men, however, being always left with each Sub-division.

SECTION XLV.

GUARDS.

Vide Queen's Regulations, Sections III., VI., VIII., and XVII.

SECTION XLVI.

PRISONERS.

Vide Queen's Regulations, Section VI., XVII., XX., and XXII.

SECTION XLVII

INTERIOR ECONOMY.

322. All Batteries of Horse and Field Artillery are to be arranged in three Divisions, Right, Centre, and Left, each under a Subaltern Officer. These will be told off into Sub-Divisions, each under a No. 1, and numbered 1 to 6. Batteries of Garrison Artillery will be divided into Half Batteries.

323. Horse Artillery and Field Batteries will mess by Sub-Divisions, and Officers Commanding will make such arrangements as regards rooms as will tend most to the convenience of the men, and the good of the service.

324. The sale or exchange of any articles of clothing or necessaries is strictly forbidden without the consent of the Officer Commanding the Battery.

325. On any Non-Commissioned Officer or man being ordered to Hospital, he is to be marched there by an Orderly Non-Commissioned Officer of the Battery to which he belongs, with a Sick Report. An immediate inspection of his kit is to be made, and duplicate lists of the same taken, by the Orderly Non-Commissioned Officer, in presence of the Senior Non-Commissioned Officer of the man's Sub-Division or Room, and the Sergeant Major of the Battery. The kit, with one of the lists, will then be taken by the Orderly to the Hospital, and handed over to the Non-Commissioned Officer in charge of the Hospital Store. The duplicate list is to be preserved by the Battery Quartermaster Sergeant for reference.

326. The kits of absentees are to be examined in the same way as laid down in last paragraph, and deposited in the Battery Store.

327. The Christian names of all Non-Commissioned Officers and men are invariably to be inserted *in full* in every document in which they appear, and their Regimental Numbers are at all times to be prefixed to their names.

328. All crimes are to contain the following information, viz : Names of witnesses, length of service of the Prisoner, number of Good Conduct Badges in his possession, date of his last entry the Defaulter's Book, his character, and the name of the Non-Commissioned Officer in charge of his Barrack Room. The character is to be inserted and initialed by the Officer Commanding the Battery. (*Vide* Form VI. Appendix.)

329. At stations where the Officer Commanding may consider it necessary, crimes will be prepared in duplicate.

330. Officers, Non-Commissioned Officers, and men, are not entitled to see books in the Brigade or other Office under any circumstances without the sanction of the Lieutenant Colonel Commanding. The Officers in charge of the various offices, books, documents, records, &c., are responsible that this Order is strictly complied with.

331. Non-Commissioned Officers and men are to observe strict silence when coming into an Office, and not upon any pretence to look over the clerks' papers, &c. They will remain quiet until called upon to transact their business, which they will do as quickly and in as few words as possible.

332. In the absence of the Officers in charge of any Office, the Senior Clerk present is responsible that these Orders are carried out. He will report or confine any Non-Commissioned Officer or Gunner attempting to disobey them, and will report this or any other unusual circumstance connected with Office duties to the Officer in charge.

333. No work or business that can be avoided is to be done in any Office on Sunday.

334. Officers are reminded that it is essential that the marriages of soldiers, and the births and baptisms of their children should be registered as they occur.

335. In addition to the books prescribed in Section XXIII. of the Queen's Regulations, the following books are required for a Battery of Artillery, and should be shown at Inspections:—

(a.) *General.*

General and Particular Orders, and Army Circulars, including changes in Matériel.

Letter Book.

Store Ledger.

Mutiny Act.

Royal Warrants, Pay and Clothing.

Copies of Clothing Returns.

Standing Orders of Royal Artillery.

(b.) *Special for Horse and Field Artillery.*

Horse Book.

Equitation Book.

Veterinary Regulations.

336. Any Officer assuming the Command of a Station or District who neglects to ascertain the actual state of the Stores given over to him at the time of the transfer will be understood to have admitted the accuracy of his predecessor's accounts, and be held personally responsible for any deficiencies which may afterwards be discovered.

337. Officers Commanding Horse and Field Batteries will be held responsible for every article of Field Equipment in their charge; and whenever a change of Commanding Officers takes place a certificate will be required from the Relieving Officer according to the following Form:—

" I certify that on taking over Battery Brigade,
 " Royal (or Royal Horse) Artillery, from
 " on the 18 , I carefully examined the guns, stores,
 " and every article of equipment belonging thereto, and that the
 " several articles so taken over by me correspond in every

“respect with the detailed account contained in the Store Returns for the current year. (*Here specify exceptions, if any.*)”

338. In the case of an Officer assuming command of a Battery, whether of Horse, Field, or Garrison Artillery, he is to satisfy himself as to the accuracy of the Battery Accounts, as soon as possible, and send in a certificate to that effect to the Lieutenant Colonel Commanding, accompanied by the Balance Sheet prescribed by the Queen's Regulations, W.O. Form, 1035.

SECTION XLVIII.

MARRIED SOLDIERS.

339. The number of trumpeters, and of rank and file, allowed to be on the Married Roll, is to be calculated upon the Brigade instead of the Battery Establishment, at the per-centage fixed by the Married Soldiers' Regulations.

340. Brigades serving abroad, and having no Paymaster, will render to the War Office (for the Accountant General's branch) a quarterly Brigade Roll of men upon the Married Establishment, in order to admit of the Battery pay lists being duly checked.

341. No soldier is to be placed on the roll, or to be held entitled to any of the advantages of the Married Regulations, unless he has obtained the written consent of the Commanding Officer of the Brigade to his marriage before it takes place.

(*For general directions on this head, Vide Army Circulars dated 9th August 1867, and 1st October 1872, (Clause 150,) also Section VII., Par. 141, 146, and Section XVII., Par. 4, of the Queen's Regulations.*)

SECTION XLIX.

OFFICERS' RECORDS.

342. The records of Officers are kept in duplicate on W.O. Form 360, one copy being kept at head-quarters, Horse Guards, and the other by the Brigade to which the Officer belongs. It is highly desirable that the Officers' records should be kept at all times as complete as possible, and, in order to ensure this, Officers Commanding Brigades are directed to send annually, on 1st April, to each officer under their command, his Record of Service, with directions to complete it in any necessary particular, and to return it by a certain date.

343. On an Officer leaving a Brigade, his record should be completed and forwarded to Horse Guards, when it will be compared with the office copy, and disposed of as the case may require. These documents should never be sent from one Brigade to another except through the head-quarter office at Horse Guards.

344. On an Officer's marriage a report in the following form (*vide* Royal Warrant of 27th Dec. 1870, Part II., Par. 1,054):

Officer's Name.	Age at date of marriage.	Brigade.	Names of the Lady at full length.	Lady's age at date of marriage.	Place where the ceremony was performed.	Names of the officiating clergyman and subscribing witnesses.

Signature of the Officer.

is to be sent to the Deputy Adjutant General, Royal Artillery, as soon as convenient, but not later than six months after marriage, in order that information may be forwarded to the War Office for registry.

345. On the birth of a child, a return is to be forwarded showing, besides the names of the parents,—

Name.	Date of Birth.	Where Baptized.

346. In like manner the death of a child should be duly reported.

These particulars are essential for any subsequent claim to pensions.

SECTION L.

RECORDS OF SOLDIERS' SERVICES.

347. Immediately on receiving the attestation of a recruit or re-enlisted man who has been finally approved, the Officer Commanding the Brigade will enter the soldier's name, &c. in the Nominal Roll Book, allotting him a Brigade number. (*Vide* Queen's Regulations, Sect. XXIII., Par. 25.)

348. The attestation will be completed in the Brigade Office in the several points prescribed by the Form,—the next of kin being inserted on 2nd page, and the Brigade number, name (in full), and rank, on 3rd page,—and a copy of the whole document, certified at the bottom of the first and second pages by

the Adjutant, is to be at once forwarded to the Officer Commanding the Battery to which the man has been posted.

Abroad, the original attestation is to be forwarded without delay, but at home it may remain in the Brigade Office for a week, until the weekly return of recruits has been compiled, and will then be forwarded to the Regimental Record Office (for deposit so long as the soldier remains in the Royal Artillery), accompanied by the usual delivery voucher (W.O. Form 40) which should in such cases show the Battery to which the recruit has been posted. In the case of a released militiaman, the militia release will be attached to the attestation, and, in the column for the "amount to be recovered," a note is to be made of the date on which that amount has been notified to the Brigade Paymaster.

349. A nominal list may be substituted for W.O. Form 40, should the number of original attestations forwarded at one time be such as to render this course in the opinion of the Commanding Officer desirable. The delivery voucher will be signed and returned by the Officer in charge of the Regimental Records.

350. Should a recruit abscond before joining a Brigade, he is not to receive a regimental number, nor is it necessary to make a copy of his attestation. In such a case the original attestation will accompany the pay list, in which the recruiting charges appear.

351. If the copy of the attestation, or the Register Sheet, become at any time so defaced, or otherwise injured, as to render it useless as an authentic record, it will be at once forwarded—together with a fresh copy of the document—to the Record Office, with a view to the fresh copy being compared with the attestation. The fresh copy will then be certified and returned.

352. The records in possession of Officers Commanding Batteries on home service, and the *Depôt* Brigades, will undergo a half-yearly comparison with the original attestations in the Record Office, for which purpose they will be forwarded direct to that office, accompanied by a nominal list, as early as possible after the 1st April and 1st October in each year, in such order as will be communicated. When thus examined and corrected up to date, they will be returned with such observations as may be found necessary.

353. Every circumstance which in any way affects a soldier's pay or service is to be published in Brigade orders immediately after its occurrence, for the information of all concerned. (*Vide* Queen's Regulations, Sect. VII., Par. 14.)

354. On a Brigade or Battery embarking for Foreign Service the following documents will be rendered through Officers Commanding Brigades to the Deputy Adjutant General, Royal Artillery, Record Office, Woolwich, viz. :—

- (1.) All documents of non-effective men not already forwarded.
- (2.) A list of men in a state of desertion not yet struck off the strength, but reported as deserters; also a list of men absent without leave, giving date of such absence.

- (3.) A list of the wives of men embarked who have been left behind, containing the following information, viz. :—

Christian name of wife.

Rank and name of husband.

Ages and sexes of children.

Date of marriage.

Date of being placed on married establishment.

Whether married { with leave.
without leave.

Cause for not embarking.

Whether recommended to be sent out hereafter.

- (4.) A list of all documents of men left behind by the Battery or Brigade. (It is to be distinctly understood that on no account are the documents of such men to be taken out with the Battery or Brigade, but they are to be left in the custody of the Officer Commanding the Battery to which the men may be attached, so that they can be handed over to the Battery to which the men may be posted or transferred.)
- (5.) A nominal list of the Non-Commissioned Officers and men of each Battery, showing Regimental number and rank, and also stating date of embarkation, port, and name of vessel.

355. The existing regulations affecting the service and rewards of the soldier are contained in the Articles of War, Royal Warrants of 27th December 1870 and 25th May 1875, and the Queen's Regulations; but it is necessary for Officers Commanding Brigades and Batteries to study carefully any modifications which may occur by the appearance of later orders on these heads.

356. The following specimen Register Sheets and the accompanying tables will illustrate the nature and effect of the past and present Royal Warrants and Regulations upon the several classes of men who are now serving in the Royal Artillery, viz. : Men enlisted under the Act of 1847 (21st June); men enlisted under the Act of 1867 (20th June); and men enlisted under the Act of 1870 (8th August). These specimen sheets will also guide Officers as to the correct method of recording variations of service. It may be stated—as a general rule—that a man's service towards Good Conduct Pay and Pension (these being *boons*) can at any time be affected by Royal Warrant; but his service towards the completion of his engagement can only be affected injuriously by the Act in force at the date of his enlistment or re-engagement. In the event, also, of a man's re-engagement, not only does the Act under which he re-engages affect the period necessary to complete 21 years *after the completion* of the first period for which he originally enlisted, *but also the unexpired portion of his first period*, from the date of his re-engagement.

"LIMITED" SERVICE ACT,

1847 Act applies to all men enlisted, re-enlisted, or re-engaged between 21 Ju

$\frac{12}{8}$ Battalion. $\frac{26}{14}$ Brigade. $\frac{2450}{\text{Dept. Bde.}}$

THOMAS ATKINS.

ENLISTED for the Royal Regiment of Artillery on the 20th August 1848. Attested for the
at the Age of 14 Years and — Months.

Regiment.	Promotions, Reductions, Casualties, &c.	Rank.	Period of Service in each Rank	
			From	To
6th Battalion, R.A.	Attested - - - - -	Drummer & Trumpeter	23 Aug. 1848	21 Aug. 1851
	Continued - - - - -	" (a)	22 Aug. 1852	24 Aug. 1852
	Mustered - - - - -	Gunner and Driver	25 Aug. 1852	24 Aug. 1853
	Promoted - - - - -	Bombardier	25 Aug. 1853	22 Aug. 1854
	<i>Granted G. C. Pay (b) at 1d., 22 Aug. 1857. (c)</i>			
	Absent without Leave - - - - -	Bombardier	23 Aug. 1857	31 Aug. 1857
	Awaiting Trial - - - - -	"	1 Sept. 1857	3 Sept. 1857
	Tried and Reduced - - - - -	Gunner & Driver	4 Sept. 1857	4 Mar. 1858
	<i>Forfeited G. C. Pay at 1d., 23 Aug. 1857.</i>			
	Promoted - - - - -	Bombardier	5 March 1858	31 March 1858
14th Brigade, R.A.	<i>Restored G. C. Pay at 1d., 4 Sept. 1858. (d)</i>			
	Certificate to be inserted only for transfers to other regiments.			
	Total			
	<i>Com. Officer.</i>		<i>Adjutant.</i>	
	Transferred - - - - -	Bombardier	1 April 1859	1 March 1860
	Promoted - - - - -	Corporal	2 March 1860	1 March 1861
	<i>Granted G. C. Pay at 2d., 4 Sept. 1860. (e)</i>			
	Awaiting Trial - - - - -	Corporal	2 March 1861	4 March 1861
	Tried and Reduced - - - - -	Gunner	5 March 1861	7 June 1861
	<i>Forfeited 1d. G. C. Pay, 2 March 1861.</i>			
Depôt Brigade, R.A.	Imprisoned by order of Commanding Officer (f) - - - - -	Gunner	8 June 1861	9 June 1861
	<i>Forfeited G. C. Pay at 1d., 8 June 1861. (g)</i>			
	Continued - - - - -	Gunner	10 June 1861	10 Feb. 1862
	Imprisoned by C. O. (Absence) (h) - - - - -	"	11 Feb. 1862	18 Feb. 1862
	Awaiting Trial - - - - -	"	14 Feb. 1862	16 Feb. 1862
	Tried and Imprisoned - - - - -	"	17 Feb. 1862	16 March 1862
	Continued - - - - -	"	17 March 1862	17 March 1862
	Deserted 18 March 1862. Rejoined 18 August 1869			
	Awaiting Trial - - - - -	Gunner	19 Aug. 1869	19 Aug. 1869
	Held to serve on own confession, without Trial, under 47th Art. of War, Horse Guards Authority.			
	$\frac{D}{654} \left(\frac{R.A.}{240} \right)$ dated 20 August 1869.			
	Former Service forfeited towards Good Conduct Pay and Pension on Conviction of Desertion			
	Continued - - - - -	Gunner	20 Aug. 1869	20 Aug. 1871
	<i>Granted G. C. Pay at 1d., 20 Aug. 1871. (j)</i>			
	Imprisoned summarily by Civil Power for Assault (k) - - - - -	Gunner	21 Aug. 1871	27 Aug. 1871
	<i>Forfeited G. C. Pay at 1d., 21 Aug. 1871. (l)</i>			
	Continued - - - - -	Gunner	28 Aug. 1871	28 Aug. 1871
	Discharged on 28 Aug. 1872, in consequence of 1st period of limited engagement having expired, and not being permitted to re-engage on account of past conduct			

We certify that the above is a correct Statement of the Services of Thor

Commanding, 14th Brigade.

the 1847 and 19 June 1867 inclusive.

said Regiment at Woolwich on 22nd August 1848.

Amount of Service towards G.C. Pay and Pension.		Amount of Service towards completion of limited engagement.		Remarks.
Years.	Days.	Years.	Days.	
(Under Age)	(Under Age)	(Under Age)	(Under Age)	
1	363	1	363	(a) 18 years of age.
7	—	—	9	(b) G. C. P. variations to be in red ink
7	—	—	3	(c) At 5 years' Service, under Royal
8	182	—	182	Warrant of 1 July 1848.
1	27	1	27	(d) One year after date of termina-
6	210	6	222	tion of offence.
—	336	—	336	Leap year added.
1	—	1	—	(e) Royal Warrant 3/60, over 8 years
—	95	—	3	Service, and 2 years clear of R. D.
—	—	—	95	Bk.
—	2	—	2	(f) In India. Vide Table A.
—	246	—	246	(g) Committed crime 6 June.
—	—	—	3	
—	—	—	3	(h) Art. of War 60/1. Vide Table A.
—	1	—	1	
—	—	—	1	
—	—	—	1	
9	160			Leap year cast out.
2	1	2	1	(f) i.e., de novo, like a recruit.
—	—	—	—	At 2 years' Service. Royal Warrant
1	1	1	1	of 2, 6, 70 and 25/5, 75.
3	2	12	184	(k) Not previously "awaiting trial."
				(l) From date of offence.
				Leap year cast out of second column.

was Atkins, to the 28th August 1872.

Adjutant, 14th Brigade.

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WILLIAM SYKES *alias* JOHN SMITH.

DESCRIPTION EXTRACTED FROM HIS ATTESTATION.

Born in the Parish of *Plumstead*, in, or near, the Town of *Woolwich*,
in the County of *Kent*.

Age, 13 Years and 6 months.

Trade or Calling, *None*.

Size, 5 Feet — Inches.

Complexion, *Fair*; Eyes, *Blue*; Hair, *Brown*.

Distinctive Mark or Scar, *None*.

Service Abroad { ^{31.5.9}_{3.6.8} years *India (Bengal)*, 1st Jan. 1870* to 30th
May 1873.†

Wounded - {

Effect of Wounds {

Distinguished
himself - {

Married

Discharged on the, 2nd Oct. 1873 in *Bedford Gaol*.

Character—Reported by the Regimental Board to be *Very Bad*.

Pension awarded, *Nil*.

Died

Next of Kin { Mother, *Mary Smith*, Brown, ‡ 13, Ogleby Street,
Woolwich.

* Date of embarkation.

† Date of embarkation for England.

‡ Married since death of first husband.

357. Every casualty which entails variation of rank, service, or Good Conduct Pay, will be at once entered on the Register Sheet or copy of attestation, and embodied in the first monthly Casualty Return (W.O. Form 785), for examination and corresponding entry on the original attestation.

358. The Casualty Return of each Battery will be forwarded to the Head-quarters of the Brigade on the first day of each month. These returns after being carefully compared in the Brigade Office, and checked by means of the Regimental Defaulter and Court-Martial Sheets, will be embodied in the Brigade Casualty Return, which should be forwarded to the Deputy Adjutant General as soon as possible after the first, and never later than the seventh, of each month. (*Vide* Queen's Regulations, Sect. XXIII., Par. 28, and General Regimental Order No. 55 (New Series), dated 2nd April 1873.)

359. The Casualty Returns of certain Batteries, exceptionally detached, as in St. Helena, &c., will be sent to the Deputy Adjutant General *direct* as soon as possible after the first day of each month,—a copy of the return being at the same time sent to the Lieutenant Colonel commanding the Brigade.

360. Alterations in *next of kin* will be notified in the Casualty Return.

361. The necessity for ensuring the most complete information and accurate details being given in the Casualty Returns, connected with *every* variation affecting a soldier's service, cannot be too strongly impressed on Officers commanding, as on the correctness of these returns must depend in large measure the accuracy of the record of service of the soldier.

362. When marriages or births are reported in the Casualty Return, an extract on the authorized form will at the same time be forwarded.

363. The following specimen Casualty Return will serve as a guide to the compilation of these documents.

SPECIMEN.

MONTHLY RETURN OF CASUALTIES in the Brigade, Royal Artillery, since last Return, dated 18 .
Station (*Woolwich*). Date (*1st January 1875*).

Date to which Casualties are reported.	Battery.	Brigade Num- bers.	Rank and Names.	Attestation.		Nature of Casualty, Promotions, Transfers, Deaths, Discharges, Absence, * Imprisonment, G. C. Pay Variations, Marriages, &c.	Date.		Remarks.
				Age at.	Date of.		From	To	
A Bat. to 28 Dec.	D. No. 1 (or A.)	2451	Gunner - Jno. B. McNaught -	17	18. 8. 70	(1.) Promotions. Appointed Shoeing Smith (<i>or wheel-maker or coll-maker,</i> <i>as the case may be</i>).	31 Dec. 1874	In E. Battery.	
B Bat. to 27 Dec. &c., &c.	A. No. 2 (or B.)	346	Gunner - Wm. Smith -	18	14. 6. 70	Appointed Bombr.-Wheeler -	30 Dec. 1874	In A. Battery	Vice Wm. Jones, reduced.
-	E.	5525	Bombardier Halton O'Leary -	14½	26. 2. 58	Promoted Corporal -	19 Dec. 1874	In F. Battery	Vice Penfold, promoted.
-	F.	2648	Corporal - Arthur Penfold -	15	20. 1. 60	Promoted Sergeant -	19 Dec. 1874	In F. Battery	Vice Bell, appointed Master Gunner.
-	F.	1200	Sergeant - Arthur Bell -	18	12. 1. 55	Appointed Master Gunner at the Tower.	19 Dec. 1874	-	To No. 9 division, Coast Brigade. R.A. H. Gds. authority, Master Gun., 23 Dec. '74. 999
-	H.	10	Sergeant - Luke Taylor -	17	13. 8. 56	Appointed 1st Asst. Instr. in Gunners, and attached to E. Battery.	2 Dec. 1874	-	Vice Moher, deceased. R.A. D. A. G.'s authority, Woolwich, 14 Dec. '74. 46
-	C	40	Bombardier John Jones -	20	14. 6. 61	Appointed Ordry. Room Ser- geant.	15 Dec. 1874	-	Vice Green, deceased.
-	G.	41	Sergeant - John Smith -	23	23. 1. 53	Appointed By. S. Maj. on probation of three months.	19 Dec. 1874	In C. Battery -	Vice W. Dudley, to Antrim Arty. Militia.

Date to which Casualties are reported.	Battery.	Brigade Num- bers.	Rank and Names.	Attestation.		Nature of Casualty, Promotions, Transfers, Deaths, Discharges, Absence, Imprisonment, G. C. Pay Variations, Marriages, &c.	Date.		Remarks.			
				Age at.	Date of.		From	To				
				(5.) Re-enlistments and Re-engagements.								
-	H.	4033	Gunner	-	George B. Crawley	18	15. 6. 63	Re-engaged to complete 21 years' service.	21 Nov. 1874	-	Schedule herewith.	
-	C.	6136	Driver	-	David Warren	24	24. 12. 74	Re-enlisted for 12 years, de- claring former service in 21st Regiment.	-	-	-	Attestation and parchment certificate here- with. Application for former service sent to-day separately.
-	D.	6135	Gunner	-	John Hubbard	23	1. 12. 74	Long Service, a released Militiaman.	-	-	-	Attestation and Military Release to Record Office on 4/12/74.
							(6.) Deaths.					
-	Hd. Qr. Staff (att'd. to B. Bat.)	44	Sergt. and 1st Asst. Inst. in Guny.	-	James Moher	14	20. 11. 54	Killed accidentally at Wool- wich.	2 Dec. 1874	-	-	Declaration of Court of Inquiry (or of Court of Inquest) herewith.
-	Hd. Qr. Staff.	45	Ordy. Room Sgt. and By. Sgt.-Major.	-	William Green	17	14. 12. 70	Died at Stormcliffe while on sick furlough.	14 Dec. 1874	-	-	Disease Phthisis Pulmonalis.
							(7.) Injuries received.					
-	D.	6039	Driver	-	James Holland	19½	17. 7. 74	Kick from horse	20 Dec. 1874	-	-	Proceedings of Court of Inquiry herewith.
							(8.) Discharges.					
-	B.	2633	Gunner	-	Reuben R. Johnson	24	11. 8. 58	As medically unfit	25 Dec. 1874	-	-	At Woolwich. Character—"V. Good."
-	F.	2644	Driver	-	Richard K. Meredith	20½	29. 5. 67	On payment of 20l.	28 Dec. 1874	-	-	At Hilsa. Character—"V. Good."
-	G.	792	Sergeant	-	William C. Perry	21	21. 1. 49	Discharge, post dated	21 Nov. 1874	15 Dec. 1874	-	In Dover Gaol. Horse Guards Authority, R.A.
-	C.	2331	Gunner	-	Phillip Cairnes	18½	13. 3. 73	As incorrigible and worthless	18 Dec. 1874	-	-	10/12/74, Discharges, 144

A.	2918	Gunner	-	John Polson	-	19 $\frac{1}{4}$	28. 8. 74	"Struck off R.A." on conviction of fraudulent enlistment.	14 Dec. 1874	-	-	In Maidstone Gaol. Horse Guards Authority, 2/12/74. Discharged, R.A. 114
D.	6120	Driver	-	Stephen Allen	-	19 $\frac{1}{4}$	19. 1. 73	On conviction by civil power of felony.	26 Dec. 1874	-	-	In Horsemonger Lane Gaol. Horse Guards Authority, 14/12/74. Discharged, R.A. 158
E.	4285	Corporal	-	Henry Watson	-	19	5. 8. 61	On completion of 1st period, at own request, or not permitted to re-engage (as the case may be).	19 Dec. 1874	-	-	At Aldershot. Character—Indifferent.
G.	5394	Driver	-	Timothy McCormack	-	19 $\frac{1}{4}$	27. 7. 71	With ignominy	13 Dec. 1874	See also "Miscellaneous."	-	By sentence of Court-martial in Millbank Prison.
F.	5323	Driver	-	John Campion	-	19	6. 5. 72	(9.) Desertions.	26 Nov. 1874	-	-	—
D.	3083	Gunner	-	Thomas Banks	-	19 $\frac{1}{4}$	15.10. 74	Given up to 2/3rd Regiment as a deserter therefrom	4 Dec. 1874	-	-	(Quote the authority here.) N.E. documents herewith for transmission to 2/3rd Regiment, viz., R. Sheet, Court-martial and Def. Sheets. After final approval.
B.	6134	Gunner	-	Thomas Steene	-	22	1.12. 74	Absconded recruit	3 Dec. 1874	See also "Recruits."	-	—
A.	5679	Gunner	-	Charles Fisk	-	19	14.10. 72	(10.) Miscellaneous.	14 Aug. 1874	-	-	Sentenced to 84 days' imprisonment, hard labour, in Millbank Prison. Former service towards G. C. Pay and pension forfeited on conviction of desertion.
G.	5394	Driver	-	Timothy McCormack	-	19 $\frac{1}{4}$	27. 7. 71	Deserted	4 Dec. 1874	-	-	—
								Rejoined	5 Dec. 1874	15th Dec. 1874.	-	—
								Awaiting trial	16 Dec. 1874	9th March 1875.	-	—
								Tried and imprisoned	23 Nov. 1874	11th Dec. 1874	-	—
								Committed crime	23 Nov. 1874	22nd Jan. 1875	-	—
								Awaiting trial	12 Dec. 1874	—	-	—
								Tried and imprisoned	—	—	-	—
								Former service forfeited on discharge with ignominy.	—	—	-	—

Date to which casualties are reported.	Battery.	Brigade Num- bers.	Rank and Names.	Attestation.		Nature of Casualty, Promotions, Transfers, Deaths, Discharges, Absence, Imprisonment, G. C. Pay Variations, Marriages, &c.	Date.		Remarks.
				Age at.	Date of.		From	To	
-	B.	2594	Gunner - Thomas Miller	24½	19. 4. 71	Absent without leave	10 Dec. 1874	17th Dec. 1874	Pay mulct for absence. Summarily by Commanding Officer, by authority of the Major-General Com-manding.
-	B.	1683	Gunner - Alf. W. Williams	23	17. 5. 65	Imprisoned by civil power	16 Nov. 1874	22nd April 1875	Apprehended 16/11/74 for crime committed on 9th idem (obtaining money under false pretences). Sentenced on 23/1/75 to three calendar months' imprisonment in Maidstone Gaol. Forfeited G. C. Pay at 1d., 16/11/74.
-	G.	2298	Gunner - Adam James	18	19. 4. 71	Released from Millbank Prison.	30 Dec. 1874	-	Remainder (42 days) of the imprisonment [vide October Return] remitted by H.R.H. the Field-Mar. Com.-in-Chief, Authority, R.A., Adjutant-General, 30/12/74. 769
-	C.	929	Gunner - Richard Bullimore	19	7. 8. 69	(11.) G. C. Pay Varia- tions. Restored G. C. Pay at 1d. - (or granted, as the case may be).	31 Dec. 1874	-	N.B.—The Gunner had one badge only.
-	O.	2408	Gunner - Patrick Conway	18	24.12. 71	Forfeited G. C. Pay at 1d.	28 Dec. 1874	-	
-	O.	2694	Driver - Michael Collins	21½	5. 3. 72	Forfeited G. C. Pay at 1d.	1 Dec. 1874	-	For absence 1 to 5/12/74; pay not mulcted.

(A.)
TABLE showing FORFEITURE OF SERVICE UNDER VARIOUS ACTS.

Under any Act. Towards G. C. Pay and Pension.	Towards completion of limited Engagement. Act of 21st June 1847.	Towards completion of limited Engagement. Acts of 30th June 1867 and 9th Aug. 1870.	Remarks.
<p>(1.) <i>All former service:</i></p> <p>(a.) <i>Consequent on—</i> On conviction of desertion, or of wilfully maiming himself or any other soldier, with intent to render unfit for service. On sentence to penal servitude. On discharge with ignominy. On conviction of felony. On confession of desertion, trial being dispensed with.</p> <p>(b.) <i>Discretionary with—</i> General, district, or garrison court-martial (i.e. only when forming part of the sentence). (2.) <i>Periods of—</i> Imprisonment under sentence of any court. Awaiting trial, which ends in conviction. Desertion. Absence without leave of over five days when convicted by court-martial, or if summarily disposed of by authority. Absence without leave of five days and under, when summarily disposed of, if pay be mulct, between 27th Dec. 1870 and 24th April 1875. Prisoner of war, except properly accounted for. Imprisonment by order of commanding officer up to 24th April 1875. Militia unexpired engagement, in cases of fraudulently enlisted militiamen.</p> <p>Vide Mutiny Act, Art. of War, and Royal Warrants, 27/12/70 and 25/5/75.</p> <p>N.B.—Lunatics lose service towards G. C. Pay.</p>	<p><i>Periods of:</i> Imprisonment under sentence of any court. Confinement for debt. Desertion on conviction, or on being held to serve without trial. Prisoner of war, unless properly accounted for.</p> <p>— Vide Act of 21/6/47, and G. O. 1867, clause 540 of Royal Warrant of 27/12/70 and 25/5/75.</p>	<p><i>Periods of:</i> Imprisonment for any cause except awaiting trial which results in acquittal up to 24th April 1875. Desertion. Absence, without leave, exceeding five days. Prisoner of war, except properly accounted for.</p> <p>— Vide Acts of 1867 and 1870, which also affect prospectively all men enlisted, re-enlisted, or re-engaged since 20/6/67, also Royal Warrant of 27th Dec. 1870, and A. C. 1871.</p> <p>NOTE.—Since Royal Warrant of 25th May 1875, the only periods of imprisonment deducted under this head are— (a.) Imprisonment under sentence of any court or court-martial, and (b.) Detention awaiting trial when followed by conviction.</p>	<p><i>Imprisonment by order of commanding officer</i> deducted from service towards G. C. pay and pensions as follows, up to 24th April 1875, (Vide Royal Warrant, 25/5/75.)</p> <p><i>For Absence.</i> Great Britain, from 25th April 1860. Ireland and Channel Islands, from 1st May 1860. Mediterranean, from 1st Aug. 1860. West Indies and America, from 1st Sept. 1860. Cape Mauritius, West Coast of Africa, and St. Helena, from 1st Jan. 1861. All other places, from 1st Feb. 1862. Or from dates of receipt and promulgation of Act.</p> <p><i>For all Crimes.</i> One year after above dates.</p> <p>— Vide Art. of War, 1860–1.</p> <p>— <i>Last day of imprisonment allowed as good service, up to 31st Dec. 1861.—</i>Vide Horse Guards Circ. Memo. 174, of 31/12/61. N. C. O. and men convicted by court-martial of offences not entailing forfeiture of service, whose sentences were wholly remitted, forfeited no pay nor service in consequence of such conviction, prior to promulgation of general regimental order 475, of 23/10/62.— Vide Secretary of State's decision, 21a 9/4/63.</p>

SECTION LI.

CLAIMS FOR GOOD CONDUCT PAY.

364. Non-Commissioned Officers and men will state within a week of the end of each month their individual claims to Good Conduct Pay, reckoning former service, or restoration of forfeited service.

365. Claims of *advancement* to Good Conduct Pay are to be prepared on W.O. Form 361, and of *restoration* on W.O. Form 124. These claims will be signed by the Officer Commanding the Battery, and forwarded to the Brigade Head-quarters by such date as the Officer Commanding the Brigade shall direct.

366. The Officer Commanding the Brigade is to have these documents examined and checked by the Adjutant, (by means of the Regimental Defaulter Sheet,) who will also attach to W.O. Form 361 the prescribed certificate on W.O. Form 120 and will forward them (without covering letter, unless anything special requires to be remarked,) to the R.A. Record Office, not later than the seventh day of each month, to be certified. The Adjutant will add to W.O. Forms 120 and 124 the date of termination of absence or imprisonment, or the words "no absence nor imprisonment," as the case may be, in connection with the latest offence.

367. For general instructions on the subject of Good Conduct Pay, *vide* Royal Warrant of 27th December 1870, as amended by Clause 72 of Army Circular, 1875.

SECTION LII.

FORMER AND FORFEITED SERVICE.

368. Applications for former service, prepared in accordance with Section XIX., Par. 27, and Section XXIII., Par. 12, of the Queen's Regulations, 1873, will be submitted by the Officer Commanding the Brigade to the Deputy Adjutant General, Royal Artillery, immediately after the re-enlistment or re-engagement after discharge of the soldier.

369. Recommendations for restoration of *forfeited* service, prepared in accordance with Section VI., Par. 64-66* of the Queen's Regulations, will be submitted by the Officer Commanding the Brigade to the Deputy Adjutant General, Royal Artillery. As the issue of any Good Conduct Pay resulting from such restoration being authorized may be affected by the date of the authority, Commanding Officers of Brigades will forward, for the information of H.R.H. the Field Marshal Commanding-in-Chief, a detailed explanation of the cause of any delay which may have occurred in making the recommendation.

* See also G.O. 27 of 1875.

SECTION LIII.

LEAP YEAR.

370. In calculating a soldier's service, the 29th of February is only to be reckoned when it falls on the broken period, which is *in excess* of the year or years of service.

Example, 1st February 1875 to 1st March 1876 = 1 year 30 days.

371. Leap year is here added, as the 29th February falls in the broken period between the 31st January 1876, when the year is complete, and the 1st March 1876, when the period of service under consideration expires.

On the other hand—

1st April 1875 to 4th April 1876 = 1 year 4 days.

Here the 29th February falls within the year ending 31st March 1876, and not in the broken period of four days, which is in excess of the year. It is therefore *not added*, and the year in which it falls is treated like an ordinary year of 365 days.

In totalling a man's service, all the leap years or 29th days of February, which have been added, are cast out, unless one falls in the broken period of days in excess of the number of years in his whole service.

Example. A man who enlisted on 1st February 1855 and who is discharged on 1st March 1876 would reckon 21 years 30 days service, as the 29th February 1876 falls in the broken period following the 31st January 1876, when 21 years' service was completed.

SECTION LIV.

TRANSFERS.

372. For general instructions under this head, *vide* Section VII. of the Queen's Regulations, Paragraphs 147–155.

373. A man's Battery documents are to be forwarded direct by the Officer Commanding the Brigade from which the man is transferred to the Officer Commanding the receiving Brigade.

374. The Regimental documents of a man on transfer will be forwarded to the R.A. Record Office, under cover to the Deputy Adjutant General, Royal Artillery, for transmission to the Brigade to which the man has been transferred.

375. The following is a list of a man's Regimental and Battery documents respectively :—

(a.) *Regimental Documents.*

Clothing Returns.
Court-Martial Sheets.
Civil Convictions.
Courts of Inquiry.
Regimental Defaulter Sheets.

Extracts from Registers of Marriages and Baptisms.
 Proceedings of Regimental Courts-Martial, less than 12
 months old.

(b.) *Battery Documents.*

Register Sheet, or Copy of Attestation.

(NOTE.—Although a Battery document, the Register Sheet in case of transfer to another Brigade is to accompany the Regimental documents, for comparison with attestation in the Record Office.)

Battery Defaulters Sheets.

Ledger Sheet.

Savings Bank Statement.

Medical History Sheet.

The re-engagement schedule, where it exists, will be kept with the attestation in the Record Office. In the case of a man's Transfer, in addition to the Battery documents enumerated above a No. 1 Report and a certificate if the man be on the Married Establishment will be forwarded.

SECTION LV.

DISCHARGES.

Vide Sections XVII., XIX., and XX. of the Queen's Regulations.

NOTE.—*The Battery and Brigade to which men belong, when being discharged, should invariably be stated at the head of the Proceedings of Board and on the top of the Parchment Certificate. The Medical History Sheet and original defaulter sheets must accompany the discharge documents, vide Clause 26 of Army Circular, 1875, in cases of invalids and men prevented by disability from re-engaging, Pars. 15, 25, and 32, Sect. 20, Q.R., 1873.*

SECTION LVI.

DESERTERS.

For instructions under this head *vide* Sections VI., VIII., XIII., XX., and XXII., of the Queen's Regulations (1873); Clauses 34–37 of the Mutiny Act (1875); Paras. 42–49, 136, and 167, of the Articles of War (1875), and General Order 35 of 1st May 1875.

SECTION LVII.

INQUIRIES AFTER SOLDIERS.

376. Inquiries after soldiers should be addressed to the Deputy Adjutant General, Royal Artillery, Record Office, Woolwich.

SECTION LVIII.

FRAUDULENT ENLISTMENT OF MILITIAMEN.

Vide Section VI., Par. 63-66 of the Queen's Regulations.

SECTION LIX.

CORRESPONDENCE.

377. All correspondence of a Regimental nature between Officers Commanding Brigades should be conducted through the Office of the Deputy Adjutant General; and all communications whether original letters, minutes, or passed documents, which are sent to the Deputy Adjutant General, are to be signed by the Commanding Officer.

378. All documents marked as "*passed*" should invariably be dated, signed, and returned with the replies, which should, as far as possible, be written in continuation of the original memorandum. When no reply is required, the document should be signed and dated by the Commanding Officer, and returned. When documents are "*passed*" to more than one Commanding Officer or department, they should be passed on with *as little delay as possible*, the date of transmission being invariably inserted.

379. Documents should never be signed by Adjutants or Quarter-Masters "by order" of the Commanding Officer, except to Officers of Royal Artillery in the Brigade or District.

380. All correspondence from Officers Commanding Batteries on detached command should invariably be addressed to the Adjutant of a Brigade, through whom also—as the executive Brigade Staff Officer—all communications from Officers in the Brigade should pass to the Lieutenant Colonel Commanding. The same course is to be pursued when a Lieutenant Colonel on detached command has the services of an Acting Adjutant.

SECTION LX.

ARTILLERY DUTIES IN GARRISON AND DISTRICTS.

General Instructions.

381. The Commanding Officer of Artillery in a garrison or district is responsible for the whole of the ordnance, ammunition, and stores in his charge.

382. The Lieutenant Colonels are directly responsible to the Commanding Officer of Artillery for the whole of the armament and stores of that portion of the fortress or works assigned to each, and will forward reports direct to him. (*Vide* Form No. 1 in the Appendix.)

383. The districts referred to in the last paragraph will be divided into sub-districts, each to be under an officer.

384. Each officer in charge of a sub-district is responsible to the Lieutenant Colonel, or officer in charge of the district, for every-thing connected with the works under his charge.

SECTION LXI.

INSTRUCTIONS FOR OFFICERS ATTACHED TO DISTRICTS.

385. Each officer in charge of a sub-district is to prepare a book for himself, showing the nature and distribution of the ordnance, ammunition, and stores in his charge.

386. Officers in charge of districts will visit them weekly and report the same, mentioning the day, to the Lieutenant Colonel every Monday morning. They will also state in their reports the day or days on which the sub-districts were visited by the subalterns attached thereto (which must not be the same day as that chosen for his visit by the officer in charge), and they will report anything extraordinary. (*Vide* Form 2, in the Appendix.) These visits should be made, irrespective of weather.

387. When a relief of charge takes place, the relieving officer will, with the least possible delay, transmit to the District Orderly Officer a report containing any deficiencies which may be found to exist, for the information of the Colonel Commanding. (*Vide* Par. 336, Sect. XLVII.)

388. Every description of ammunition must be so packed and stowed that, in case of alarm by night, no mistake can occur.

389. In order to ensure the efficiency and mobility of the ordnance in a district, the guns are to be traversed $\frac{1}{4}$ th of a circle every week, and the carriages run up and back at least once a fortnight. Compliance with this order is to be noticed in the weekly reports.

390. The attention of officers in charge of districts is called to Sect. VIII., Par. 40, of the Queen's Regulations.

391. All guns are to be thoroughly sponged out at least once a month. The tompon is always to be kept in the muzzle, and vent plugs to be used with every gun required to be kept ready for immediate service, the vents of the other guns being stopped with putty. Officers visiting their districts are to see that these means of preservation are adopted.

392. No alteration or addition whatever is to be made in any district without the sanction of the Commanding Officer of Artillery.

SECTION LXII.

ARTILLERY MAGAZINES.

393 General Instructions for the guidance of Officers and Master Gunners of the Royal Artillery in charge of magazine

were issued with Army Circulars, dated 1st June 1872, and June 1873.

394. Regulations to be observed in making up ammunition, or filling shells, in artillery magazines, were issued with Army Circulars, dated 1st December 1872, and June 1873.

395. Regulations for the employment of lamps in magazines, &c., were issued with Army Circulars, dated June 1873.

396. The instructions contained in the above circulars are to be rigidly complied with.

SECTION LXIII.

ARTILLERY PRACTICE.

397. Previous to firing, the Non-Commissioned Officers and men are to be drilled at the guns they are about to use, and no man is to be allowed to join the practice squad until reported efficient in such drill.

398. The practice is not to be hurried over, but is to be conducted deliberately and strictly in accordance with the printed instructions upon the back of the Practice Reports. By this means, the Non-Commissioned Officers and men will obtain the full benefit of the practical instruction in that most important part of an Artilleryman's duty, which the grant of annual practice ammunition was intended to afford.

399. The expenditure of the ammunition allowed should be extended over a period of at least ten days, every Non-Commissioned Officer and Gunner who is qualified being permitted to lay the guns.

400. On no occasion is the practice of a battery to be conducted in a shorter period than ten days without previous reference to the Deputy Adjutant General. (*Vide Regimental Order, No. 60 of June 19th, 1874.*)

401. Each man laying a gun is to estimate the range and deflection of the shot, and the point of explosion of the shell, and this estimate is to be inserted opposite his name in the Practice Reports, before the distance as measured by the range party is signalled to the battery. (*Vide Regimental Order, No. 63 of 5th February 1875.*)

402. When practicable, the range and deflection are to be measured by the range party after each round. When floating targets are used, the range party is to be placed so as to observe the range, and the deflection is to be recorded at the battery. A communication by means of signals should be kept up between the range party and the battery.

403. The battery and range reports are to be compared as often as practicable, and the errors of range, deflection, &c., as judged at the battery, pointed out to the squad.

404. Should any shells fail to explode, they are (when practicable) to be recovered, carefully examined, and the apparent cause of failure noted on the Practice Reports.

SECTION LXIV.

MASTER GUNNER.

405. No Non-Commissioned Officer should be recommended for the office of Master Gunner who is not thoroughly conversant with the exercises of Heavy Ordnance. He should also be competent to keep store-ledgers, &c., and should have some knowledge of the mode of painting ordnance, carriages, ammunition, &c.

406. After his appointment to a district, he is to execute all orders he may receive from the officer in charge, to whom he is directly responsible that all such orders, as well as the standing orders concerning magazines, &c., are exactly carried out.

407. He is responsible for the proper employment of the district gunners, who are immediately under his command. He will carefully instruct them in the nature and object of the stores, ammunition, &c., in their charge, as well as in the mode of using the various implements and tools.

408. He is to have the various articles in the stores properly labelled, so that in the event of the absence of the district gunner in charge, there may be no difficulty in finding the proper elevating screw, sights, &c., for any particular gun.

409. He is to keep the keys of the magazines and stores constantly in his charge, and to be present, if possible, at the opening of magazines.

410. He is to take care that the guns are sponged out and traversed according to orders.

411. He is to be careful that the magazine yards and passages are kept perfectly clean and free from vegetation, and that no dirt or rubbish is allowed to accumulate in the Batteries.

412. He is to be present at the mounting and dismounting of ordnance, when no officer of the District is in charge of the party.

413. He is always to be present at the receipt and delivery of stores.

414. He is to be careful that the District books are neatly and correctly kept, and always posted up to date.

415. He is always to accompany the officer in charge, and the officers attached to the District, in their weekly visits.

SECTION LXV.

DRILLS AND EXERCISES.

416. To ensure uniformity in imparting instruction to recruits, and in the drill and exercise of Batteries and Brigades, Officers Commanding will adhere strictly to the authorized manuals of

drills and exercises. (*Manual of Artillery Exercises* 1873, and *Manual of Artillery Exercises, (Field)* 1875.)

417. Commanding Officers will be held responsible that the Officers, Non-Commissioned Officers, and men under their command are thoroughly instructed.

418. The number of hours to be devoted to each drill, and the order in which the subjects are to be taken, cannot be strictly laid down, but no recruit is to be considered an efficient gunner until he has mastered the subjects in the parts applicable to that branch of the service to which he belongs. The drills of recruits are to be carried on five days in the week, and recruits will not be available for other military duties on those days.

419. The drills are to be carried on regularly throughout the year, and, in addition, when practicable, a Battery or a portion of it should be taken off duty at the same time. The instruction will include every subject in the manual that can be carried on at the station, but the length of time to be devoted to each subject must depend on the time available for the whole course.

420. The instruction of all Batteries of Royal Artillery, exclusive of recruits, will be given by their own Officers, and, to enable them to give this instruction continuously, when the Battery is going through a course its Officers will be taken off all Regimental duties which would prevent their attendance at the drill parades.

421. At stations where a large number of Artillerymen are periodically employed in lacquering ordnance, painting, and other duties connected with the preservation of stores, arrangements must be made to enable such men to have at least six hours' drill in each week.

422. For the encouragement of smart soldiers, Commanding Officers are empowered to make a distinction in the number of hours considered necessary for the different men, at times other than the annual course.

423. In addition to drills and exercises, Officers Commanding Batteries and Brigades are recommended to carry out such system of indoor instruction as may seem to them desirable.

424. Officers Commanding Batteries or Detachments are to keep two books (W. O. Forms 44 and 45 amended), C. and D., as a record of drills for the information of the Officer Commanding the Brigade. The books will remain with the Batteries to be shown at the periodical inspections. They can also be adapted for recruit squads at head-quarters.

A return (W. O. Form 43) showing the drills and exercises carried on is to be sent to the Deputy Adjutant General on the 1st April in each year.

SECTION LXVI.

METHOD OF SHOWING KIT.

425. The methods of carrying, packing, and showing kits to be adopted in the Regiment are shown in the Appendix.

426. In packing the Valise Equipment, the system marked (c) in "Instructions for fitting Valise Equipment," issued with G.O. of November 1874, is to be adopted.

METHOD OF SHOWING KITS IN THE FIELD.

NON-COMMISSIONED OFFICERS AND GUNNERS, R.H.A.

Lay Sheepskin on the ground.

Valise on top of Sheepskin, flap to front.

Roll of Shirts, &c.	Jacket.	Roll of Trowsers, &c.
Contents of	Plume.	Contents of
Off	Account Book.	Near
Wallet.	Busby Cover.	Wallet.
	Cap.	
	Cloak and Cape.	

NOTE.—Pending the decision as to the issue of Valise Equipment to Gunners of Field Batteries, the method of showing the Knapsack Kit in the Regimental Standing Orders, 1864, will be adhered to.

DRIVERS.

Lay Sheepskin on the ground.

Valise on top of Sheepskin, flap to front.

Roll of Shirts, &c.	Jacket.	Roll of Trowsers, &c.
Contents of	Plume,	Contents of
off Wallet,	Account	off Wallet,
off	Book,	Riding
Horse.	Busby Cover.	Horse.
	Cap.	
	Cloak and Cap.	

APPENDIX.

Form No. 1.

LIEUT.-COLONEL'S WEEKLY REPORT.

From Lieutenant Colonel _____,

To the Officer commanding Royal Artillery,
_____ District.

Place and Date.

SIR,

I have the honour to report that the various duties connected with that portion of your district in my charge have been regularly performed during the past week.

I enclose reports from the officers of sub-districts on the state of the armament, ammunition, &c., and have nothing extraordinary to report.

I have the honour to be,
&c. &c.

Form No. 2.

Report of Officer in charge of a Sub-District.

From _____, Royal Artillery,

To Lieutenant Colonel _____, Royal Artillery.

Place and Date.

SIR,

DURING the past week I visited the _____ Sub-District, and found the Ordnance, Ammunition, and Stores in good order and fit for immediate service.

The vents of the Ordnance are clean and fit for service, and are plugged according to order.

The Batteries are clean and in good order.

The officers attached to the Sub-District have reported to me that they visited it on the _____ and _____ instant.

The guns have been moved according to orders contained in Par. _____, Section _____, of the Regimental Standing Orders.

The keys and labels of the several magazines and store rooms in my charge are clean and in good order; and the various orders connected with the batteries, stores, and magazines have been complied with.

I have nothing extraordinary to report.

I have the honour to be,
&c. &c.

Form No. 3.

MAJOR'S REPORT ON BARRACK ROOMS.

From Major _____,

Commanding _____ Battery, _____ Brigade,

To Lieutenant Colonel _____, Royal Artillery.

Place and Date.

SIR,

I CERTIFY that during the past week the beds in the various Barrack Rooms have been made up and placed according to orders, and the ventilation has been duly attended to. The back yards, privies, drains, &c., are clean and in good order.

I have the honour to be,
&c. &c.

(In fine weather, the bedding should, when practicable, be aired, and the fact mentioned in the Report.)

APPENDIX. FORM No. 4.
BRIGADE ROYAL ARTILLERY.

WEEKLY REPORT of Punishments awarded between the _____ and _____ of _____

Station and Date

<i>Brigade No.</i>	<i>Name.</i>	<i>Battery.</i>	<i>Date of Crime.*</i>	<i>Crime.</i>	<i>By whom reported.</i>	<i>Punishment.</i>	<i>By whom ordered.</i>	<i>Character given by Officer commanding the Battery.</i>	<i>Remarks.</i>

* In case of absence, the commencement and termination of the absence should be stated.

Signed _____ Major Commanding _____ Battery _____ Brigade.

(Forwarded.)

The Officer Commanding _____ Brigade
 Royal Artillery.

Lieut.-Colonel Royal Artillery.

APPENDIX. FORM No. 5.

MORNING STATE OF No. _____ BATTERY, _____ BRIGADE, ROYAL
ARTILLERY.

_____ STATION, _____ 18 ____

Distribution.		Majors.	Captains.	Lieutenants.	Assist. Surgeons.	Vet. Surgeons.	Staff Sergeants.	Sergeants.	Armourer Sergeants.	Corporals.	Bombardiers.	Acting Bombrs.	Gunners.	Drivers.	Trumpeters.	Artificers.	TOTAL.	Horses.		
																		Riding.	Driving.	Total.
Present on Parade	-																			
Guards	{																			
	Old																			
	New																			
	Attending																			
Staff and Employed Officers	-																			
Orderlies	-																			
Recruits at Drill	-																			
Stablemen	-																			
Employed.	Clerks	-																		
	Servants and Bâtmén	-																		
	Cooks	-																		
	Tailors	-																		
	Artificers	-																		
	Library and Mess	-																		
	Hospital	-																		
	Provost	-																		
	District Gunners	-																		
	Boatmen	-																		
In Garrison Cells and Mili- tary Prisons	-																			
	-																			
Sick or Lame	-																			
On Command	-																			
On Fatigue	-																			
Absent	{ With Leave	-																		
	{ Without Leave	-																		
Prisoners	-																			
Total	-																			
Wanting to complete	-																			
Establishment	-																			
Supernumeraries	-																			
Attached	-																			

MORNING STATE—cont.

SICK IN HOSPITAL.

Rank.	Names.	No. of Days.	Rank.	Names.	No. of Days.

ON COMMAND.

Rank.	Names.	Remarks.	Rank.	Names.	Remarks.

ABSENT WITH LEAVE.

ABSENT WITHOUT LEAVE.

Rank.	Names.	Remarks.	Rank.	Names.	Remarks.

ATTACHED MEN.

Rank.	Names	From.	For what Purpose.

MORNING STATE—cont.

SICK HORSES.

Genl. No.	Date.	Remarks.	Genl. No.	Date.	Remarks.

IN PRISON AND DEFAULTERS.

Names.	Date of Sentence.	Sentence.		Completed.		Guard Room.	Garrison Cells.	Military Prison.	Civil Prison.
		Days.	Hours.	Days.	Hours.				

PRISONERS IN GUARD ROOM.

Rank.	Names.	From what Date.	Rank.	Names.	From what Date.

Recruits at Drill.	At Drill.	Sick.	Employed.	Fatigued.	Cooks.	Absent.	Prisoners.	TOTAL.
Repository . . .								
Gun . . .								
Carbine or Sword . . .								
Marching . . .								
Riding and Driving . . .								
Total . . .								

MORNING STATE—cont.
EMPLOYED.*

Rank.	Names.	Remarks.	Rank.	Names.	Remarks.

* Under this head are to be included Orderlies, Clerks, Servants, and Batmen, and men employed in the Battery Workshops and Regimental Schools, &c.

ALTERATIONS.

Joined.			Gone.		
Rank.	Names.	Remarks.	Rank.	Names.	Remarks.

Horses Joined.			Horses Gone.		
Battery No.	Date.	From.	Battery No.	Date.	To.

APPENDIX. FORM NO. 6.
No. _____ BATTERY, _____ BRIGADE, ROYAL ARTILLERY.

Crime against No.

Place.	Date of Crime.	Drunkenness.	Crime.	Names of Witnesses.	Punishment Awarded.
		previous instances Over and within months of former act. preceding acts in 12 months.			

Length of Service years.
Number of Good Conduct Badges
Date of last entry in Battery Defaulters' Book
General Character
Commanding Battery.

APPENDIX, FORM NO. 8.
RIDING ESTABLISHMENT, ROYAL ARTILLERY.
QUALIFICATION REPORT of the under-mentioned Non-Commissioned Officers who have been through a course of equitation in the above Establishment. *Woolwich* *Date*

Regimental No.	Rank and Name.	Battery.	Brigade.	Number of Lessons.	Conduct.	Proficiency in			As an Instructor in		Remarks.
						Riding.	Swordsmanship.	Aid.	Riding.	Sword Exercise.	
							</				

The Deputy Adjutant-General,
Royal Artillery,
Horse Guards, W.O.

~~Superintendent, Riding Establishment,~~
~~Royal Artillery.~~

The selection of Non-Commissioned Officers for a course of Equitation to qualify as Rough Riders.

1. They are to be active, smart, intelligent, zealous, and likely to make drill instructors; not too thick in the leg and thigh.

Service, 2 to 5 years.

Character, very good.

School certificate, 2nd and 3rd class.

Height, { not over 6 feet.
 { not under 5 feet 7.

Weight, not over 11 stone 7 lbs.

The selection of Horses.

2. It is desirable that no undue proportion may exist between man and horse, such as a short-legged man with a large heavy horse, or a large man with a very small horse.

They should be, as far as possible, active, with good or fair action.

Good mouth.

Good shoulders.

Not underbred.

Not over 15.3.

From 5 to 7 years, without vice or tricks.

Good constitution.

Medical and Veterinary certificate to accompany return.

APPENDIX, FORM No. 9.

Report of Captain on Brigade Duty.

From Captain _____, Royal Artillery,
 Captain on Brigade Duty,

To Lieutenant Colonel _____, Royal Artillery,
 Commanding _____ Brigade, R.A.

Station and Date.

SIR,

DURING the past week I attended all drill parades of the brigade, visited the barrack-rooms, infirmary, regimental hospital, school, regimental guard, cells, and canteen twice, and received daily reports from the subaltern officers on duty, which are forwarded herewith.

I received reports from the orderly officers on duty that they had inspected the forage of their batteries, and visited the barrack-rooms at the dinner hour.

I have the honour to be,
 Sir,
 Your obedient servant,

 Captain on brigade duty.

APPENDIX, FORM No. 10.

Subaltern Officer's Weekly Report.

From Lieutenant _____, Royal Artillery,
 To Major _____, Royal Artillery,
 Commanding _____ Battery, _____ Brigade, R.A.

Station and Date.

SIR,

I HAVE the honour to report that during the past week I inspected the arms, accoutrements, and regimental necessities of the non-commissioned officers and men of the _____ division (or half-battery) of the battery under your command, and found them clean, complete, and in good order, with the exceptions mentioned in the reports Nos. 1. The deficiencies reported last week have been made good.

I have examined, and herewith forward, the mess-books of the division (or half battery).

I have the honour to be,
 Sir,
 Your obedient servant,

 Lieutenant, R.A.

APPENDIX, FORM No. II.

ROYAL HORSE ARTILLERY AND FIELD BATTERIES.

SQUAD BOOKS.

Size.

Books to be $6\frac{1}{2}$ inches long by $4\frac{1}{4}$ inches wide.

Contents.

1. Establishment and distribution of a battery on peace and war strength.
 2. Distribution and posts of men and horses by sub-divisions. (*Vide* Form 1.)
 3. Description of men by sub-divisions. (*Vide* Form 3.)
Description of horses by sub-divisions. (*Vide* Form 2.)
 5. List of appointments and equipment belonging to sub-divisions.
 6. List of ammunition, small stores, entrenching tools, &c. carried by each sub-division. Subaltern Officers in charge of divisions are to have this information complete in their squad books.
-

APPENDIX, FORM No. 11.

DIVISION.

SUB-DIVISION.

Officers.
N. C. Officers and men.Horses { Riding.
Draught.

Rank.	Name.	Horse Battery, No.	Where posted.	Remarks.
			<div>1</div> <div>10</div> <div>3</div> <div>12</div> <div>2</div> <div>Front Rank.</div> <div>11</div> <div>14</div> <div>6</div> <div>13</div> <div>7</div> <div>Rear Rank.</div> <div>} lead.</div> <div>} centre.</div> <div>}</div> <div>} wheel.</div>	

APPENDIX, FORM No. 11.

DIVISION.

SUB-DIVISION.

Horses.

[illegible]

No.

APPENDIX, FORM No. 11.

DIVISION.

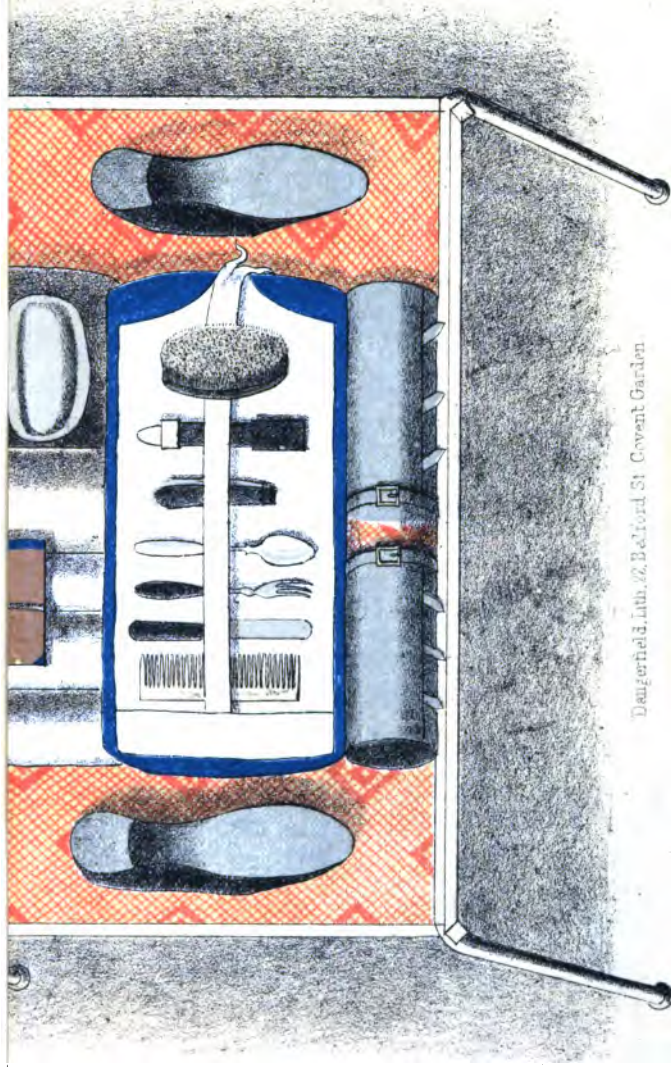
SCOUT-DIVISION.

Rank.

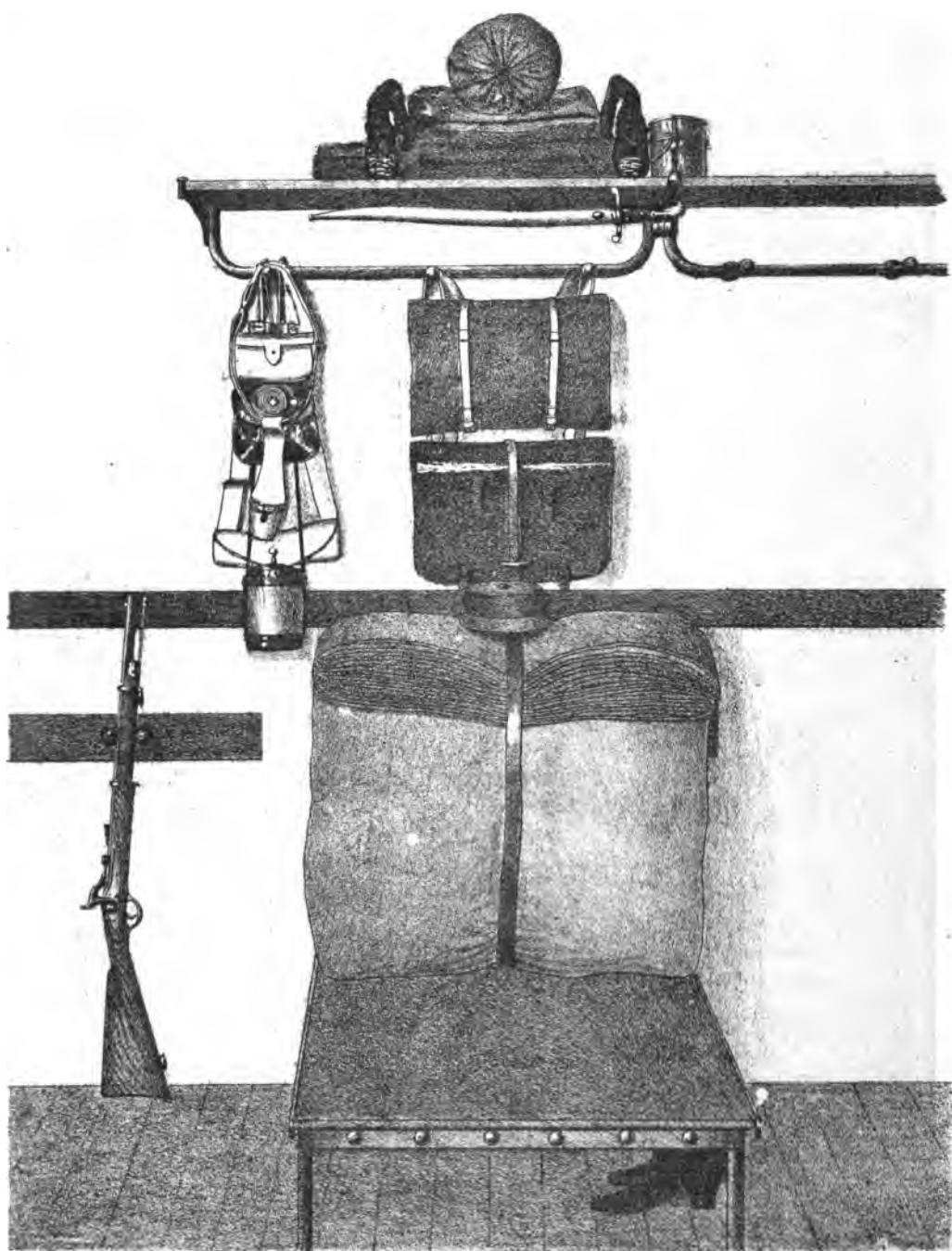
Original No.	Age.	Colour	History No.	Age		Scout		Date of Joining.	Age at Joining.
				Ys	Ms	Ys	Ms		

DESCRIPTION.	By whom rendered.	Date due.	Duplicate or single.	No. of W. O. Form.
Nominal lists of men arrived from abroad.	O. C. 1st and 2nd Divisions Depot Brigade.	1st of the month.	Single	Manuscript.
Return of casualties in head quarter recruits.	Recruiting Officers.	do.	do.	do.
Detail of changes in the armament of forts and batteries, &c.	O. C. Districts and Stations.	do.	do.	104.
Recruiting returns, men finally approved by field officers, Royal Artillery.	O. C. Brigades and Stations at home.	do.	Duplicate	847.
Return of recruits inspected by private medical practitioners.	do.	do.	Single	311.
Return of men confined in prisons, &c.	O. C. Brigades at home.	do.	do.	831.
WEEKLY.				
Increase and decrease state	O. C. Brigades.	Friday morning.	do.	145.
Return of recruits raised by the Royal Artillery and districts, &c.	O. C. Brigades and Stations.	Monday morning.	do.	831.

METHOD OF SHOWING KIT IN A BARRACK ROOM.
VALISE EQUIPMENT.



Dangerfield, Lith. 22, Balford St. Covent Garden



VALISE EQUIPMENT. N° 1. BARRACK ROOM.

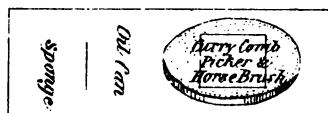
NON COM? OFFICER OR MOUNTED GUNNER. R. H. A.

KIT SHEWN FOR GENERAL'S INSPECTION.

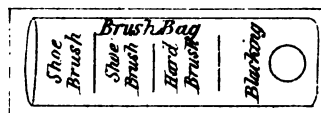
Cloak folded as when mounted and laid on the head of the bed on the top of the bedding.



Cloak strap round Horse rubber. Cloak and Cape, buckle to the front.



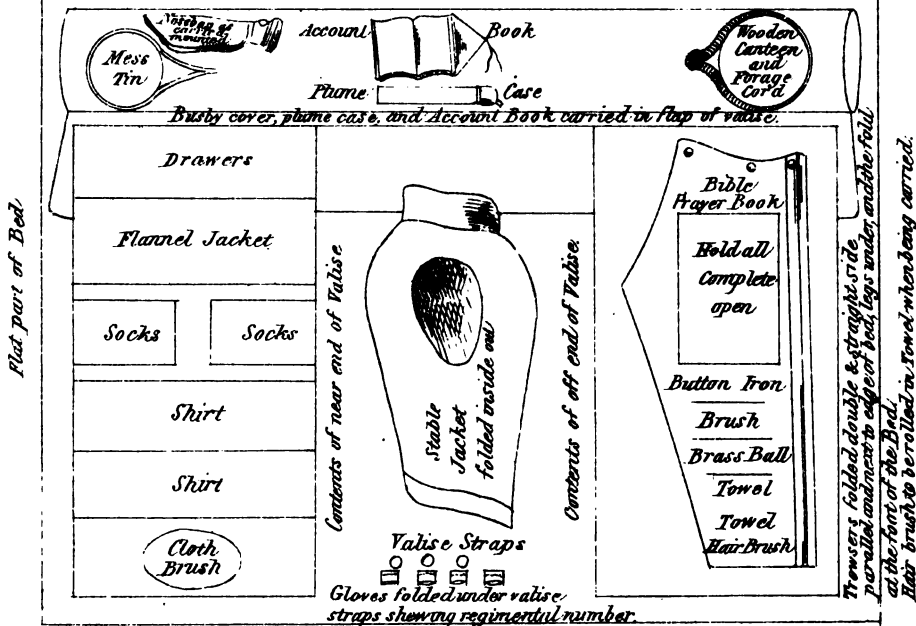
Contents of near Wallet.

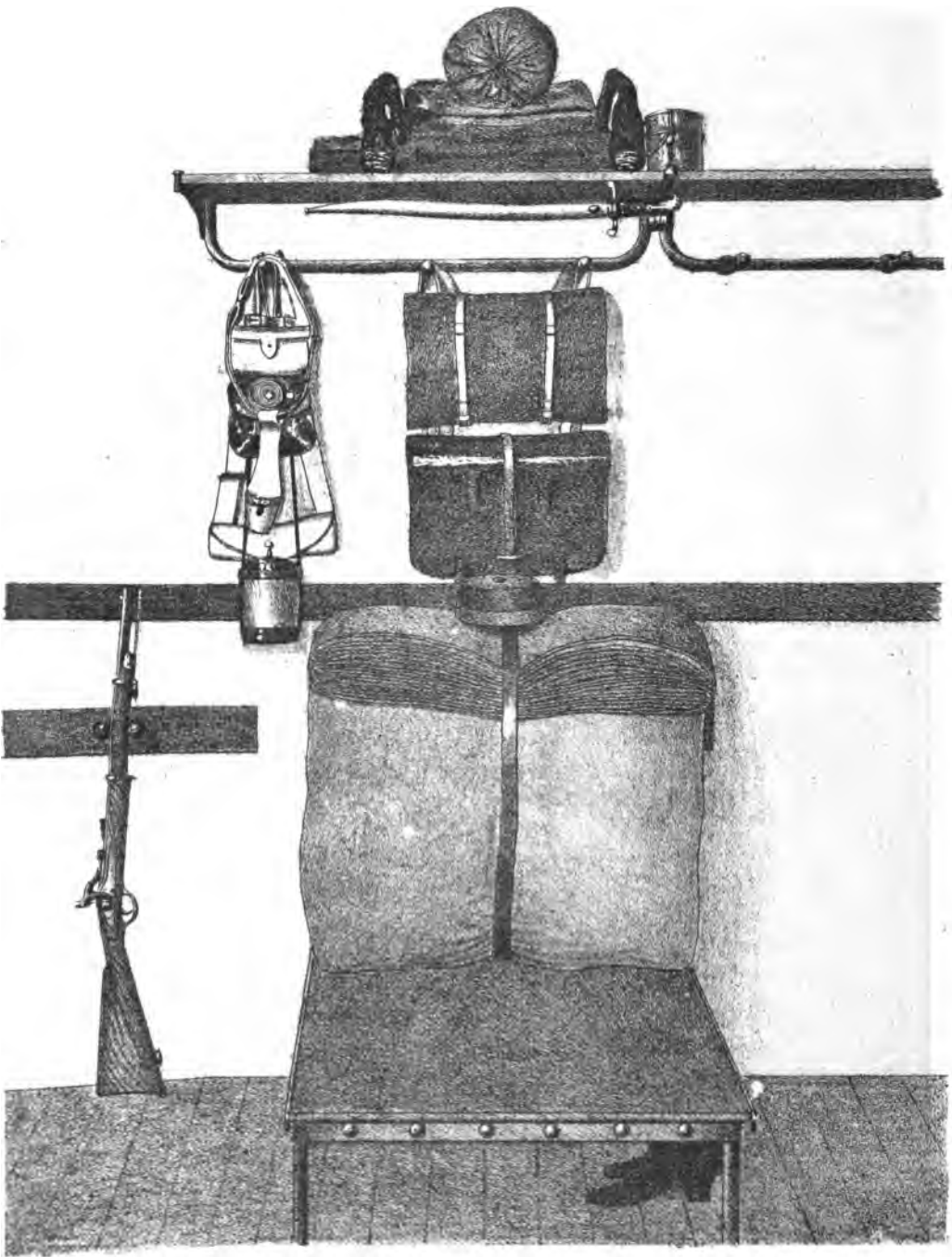


Contents of off Wallet

Blanket and Cover, folded to cover the flat part of the bed from here to the foot, Blanket uppermost.

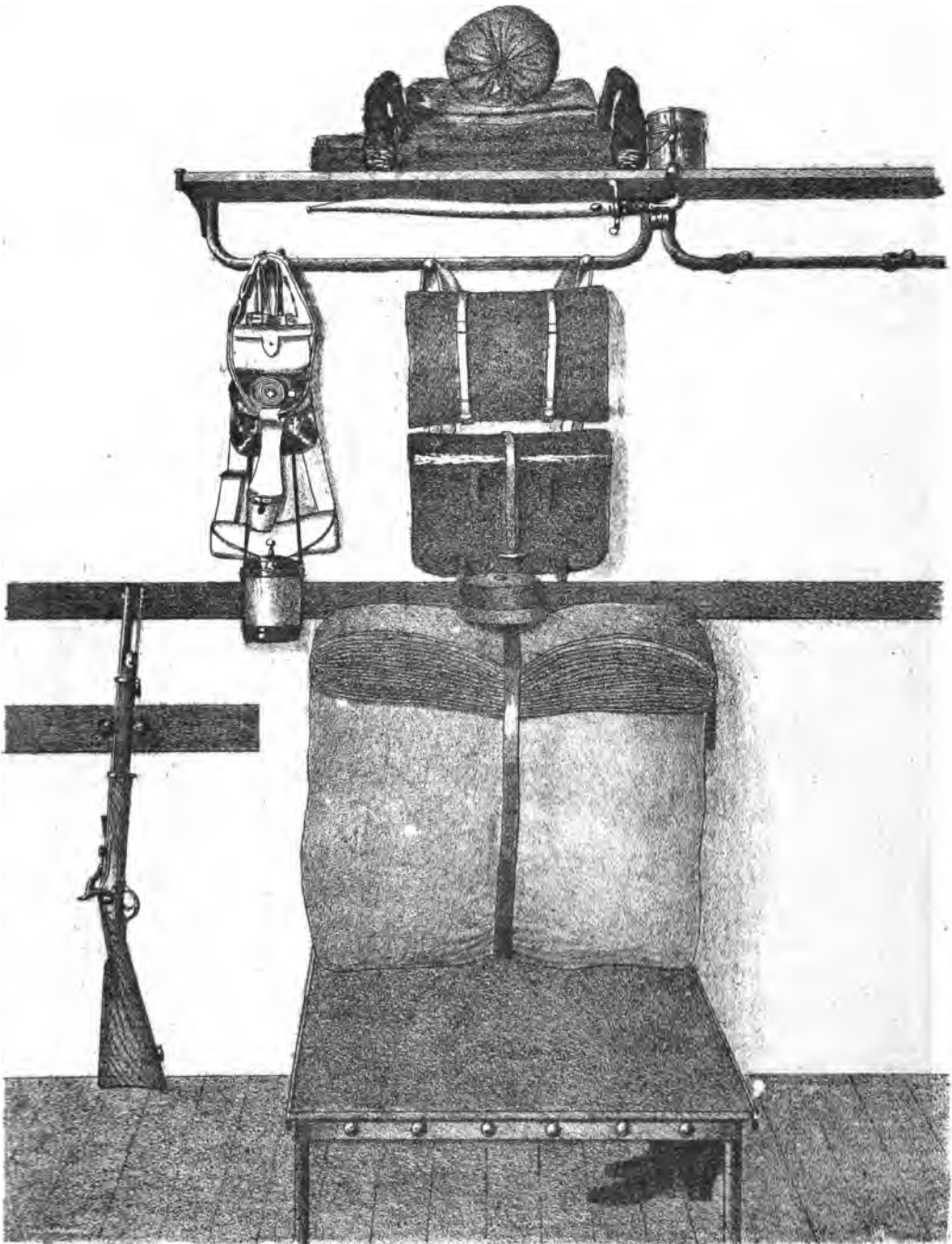
Valise open flap to the rear, Sheepskin folded in 4 on body of valise (inside out), Corn bag folded length of Valise on top of Sheepskin.





VALISE EQUIPMENT. N°1. BARRACK ROOM.



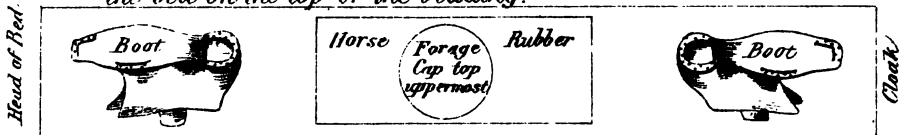


VALISE EQUIPMENT. N°1. BARRACK ROOM.

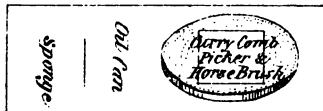
NON COM^d OFFICER OR MOUNTED GUNNER. R.H.A.

KIT SHEWN FOR GENERAL'S INSPECTION.

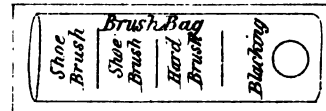
Cloak folded as when mounted and laid on the head of the bed on the top of the bedding.



Cloak strap round Horse rubber. Cloak and Cape, buckle to the front.

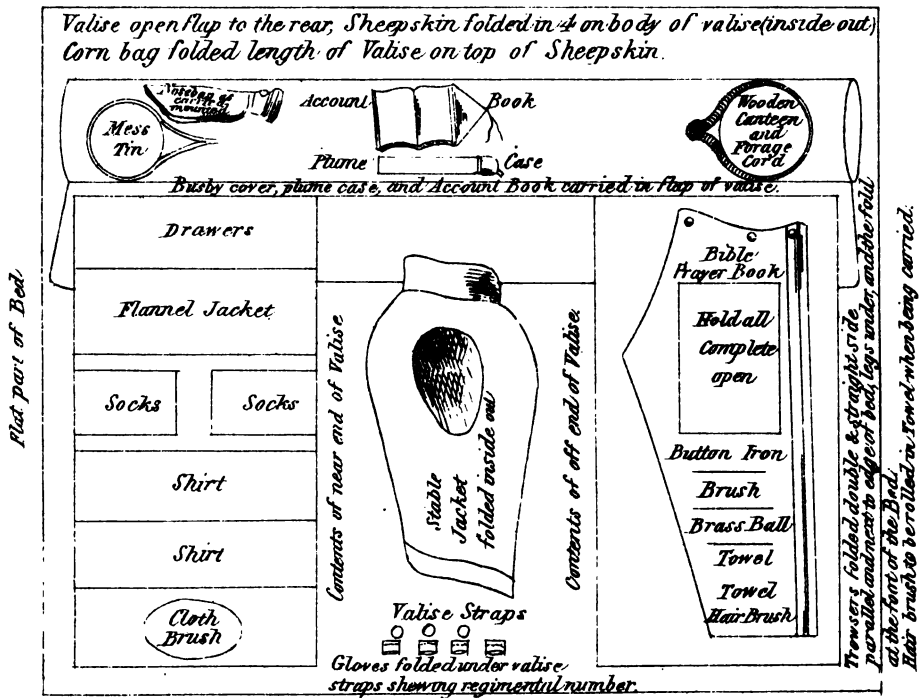


Contents of near Wallet.



Contents of off Wallet

Blanket and Cover, folded to cover the flat part of the bed from here to the foot, Blanket uppermost.



DRIVER'S KIT.

Supposing the brush bag to be abolished as contemplated and the brushes to be carried in Wallets on the pad of the Hand horse.

RIDING HORSE.

Cloak folded as when mounted and laid on the head of the bed on the top of the bedding.



Cloak strap round Horse rubber, Cloak and Cape buckle to the front.



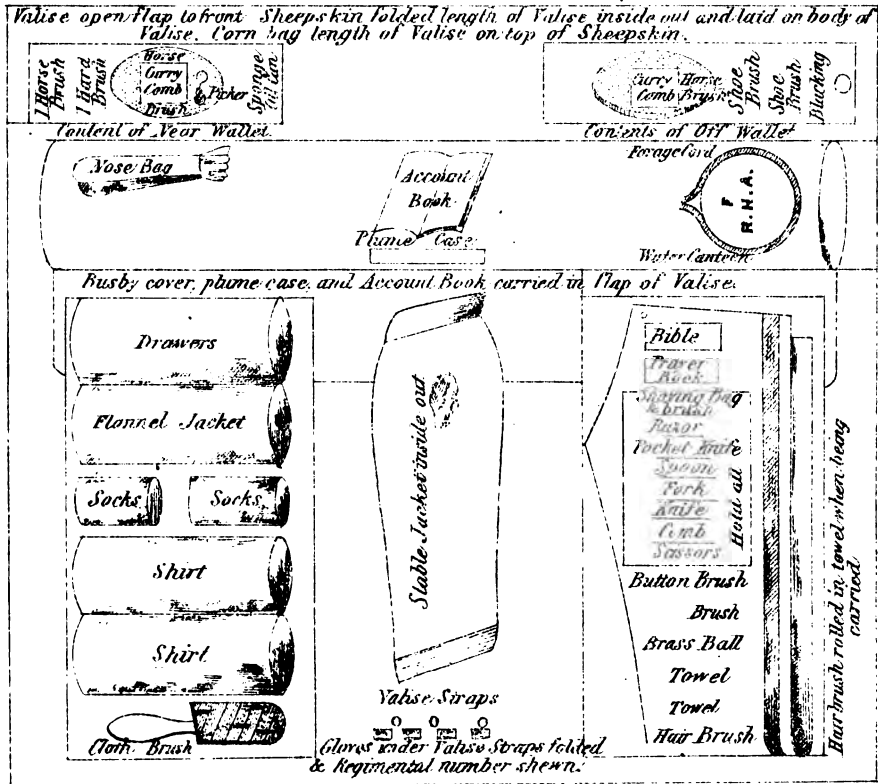
Articles carried on Near ring of Saddle



Articles carried on Off ring of Saddle

HAND HORSE.

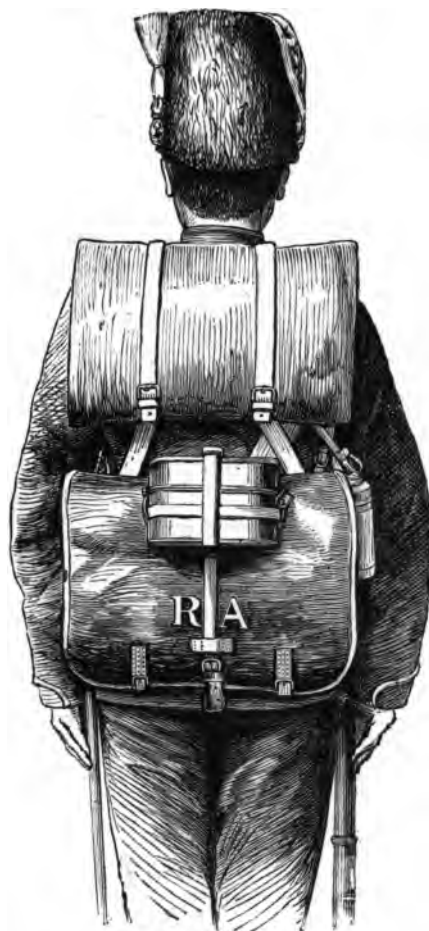
Blanket and Cover folded to cover the flat part of the bed from here to the foot Blanket uppermost.



Dancefield Ltd London.







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